| **✓** | **Date** | **Host(s) Tasks** |
| --- | --- | --- |
|  | Oct | Confirm Room contract confirmation |
|  | Decide on 2025 pricing and budget (Chili Fest is self-sustaining) |
|  | Arrange for paid cleanup help - add to budget |
|  | Nov | Meet with Molly Clopp to:   * review online registration requirements & provide details (price, volunteers needed - Chili, Cornbread, Setup, etc). * Give her content of Save the Date notice. * When you need registration to be turned OFF. |
|  | Dec 1 | Send newspaper announcement to Sue Wetzler (for 12/18 newspaper) |
|  | Early Dec | Molly will enable registration to start the day after 2024 the Holiday Party (December 13th). |
| If you want to accept paper registrations, design a flyer and leave copies at Gateway. Ask hike leaders to remind hikers about the event and need to volunteer and register. |
|  | * Check out materials available in the Storage Lockers (cloth table cloths, name labels, compostable plates, cups). Order/Purchase additional materials if needed. * Decide on centerpieces |
|  | Mid Dec | Give room setup details to GRF Rec Dept; order two microphones |
|  | Pick up the tablecloths from the storage locker at Hillside, make sure they’re clean and unwrinkled |
|  | Verify paid kitchen help is scheduled |
|  | Dec 20 | **Last Day registrations are accepted** |
|  | Dec 30 | Shop for appetizers & salad stuff |
|  | Slice veggies for salad & appetizers, make dips |
|  |  | Rooms available at 3:00.   * Salads, appetizers, etc prepared & tabled; tables decorated; chili, rice & cornbread delivered. * Donner Room set up with Chili serving tables |
|  | Jan 1 | CHILI FEST !!!!!!!!!!! |
|  | Afterwards | Fill out Event Comment form. Submit expenses to the Treasurer. Provide copies to Molly to update the website documentation. |