

AA Pot Luck Time tables

One year to Six months out locate Hall for event. See qualifications sheet.

If not having the event at the previous location already cleared by Inter group get 4 estimates from locations using the qualification sheet. Take the estimates to Inter group and have them vote on it. Get the check right then at Inter group. Put a deposit on the Hall right a way Saturdays at these halls go fast.

Two months pick and confirm speaker. See Howie 447-8395 to setup the printing for the tickets and flyers. See Valerie 447-0731 to print the tickets and flyers. Cut off ticket sales one week before the event put on flyer. Quantity 250 numbered tickets. 300 flyers.

Two months to at the latest 45 days out give the flyers and tickets to Inter group to pass out. Put 10 or so tickets in a baggie, put ten or so flyers with each set of tickets. See the ticket sales form. Make sure to leave some tickets for groups not at the Inter group. Mondex or Flagler groups, go in search of ticket sales people at these groups, or call and mail to them. Make sure you have the phone #'s of all the ticket sales people. Tell them when you pass out tickets you need cash in hand---- this date. (One week out)

Two months pick your committee. See sign up sheet for committee members. Announce at meetings you need people to sign up for different service work. Find the left over supplies from the last event. Take inventory, adjust your shopping sheet. Order AA books for door prizes. Buy speaker gift. Find donated door prizes to auction.

One month out hold a committee meeting and discuss the following:
how the tables will look, where the audio stuff will go, set up of tables and chairs, set up of food tables, who gets the hot food and when, who is announcer, when diner starts, who sells (2 people) 50/50, time 50/50 is announced, who is your clean up and who is your set up. Make sure the set up people are reliable. Who sits at entry table taking tickets and greeting? Who are the shoppers? What is the theme?

Call ticket sales **two weeks** out and find out how many they sold. People not selling get the tickets back from them and give to people who have sold and need more. Ticket sales at the door are hard to do. You can not count on what supplies to get or how much food to order so try to stay way from that.

Cut off ticket sales **one week before** event. Call all ticket sales people before cut off. Make arrangements to meet them at a meeting or something and get the money you need to shop with. Order flowers for vases.

One week out give hot food or main dish supplier the totals. Make your shopping list off last year's list and put in the ticket sales numbers for this year. Plus subtract the supplies you got from the last event. We are not made of money keep costs down.

Day of event call your people and reconfirm they will be there and at what time.

Good luck! Denny

From other events	quantity	need to buy	grocery list		
forks	129	75	275 people drinks		total
spoons	415		Pepsi	2	24
knives	152	50	Diet Pepsi	3	36
serving spoons	32		Coke	1	12
spatulas	12		Diet coke	3	36
spagetti spoons	2		Orange	1	12
tongs	1		Sprite	1	12
sharp knives	7		Diet Sprite	1	12
coffee ster sticks	200		Water bottles	24pks.-5	120
silverware holders	2		Gal. Sw. Tea	2	2
			Gallon un sweet tea	2	2
glasses	349				300 servings
coffee cups	51	150	coffee	1 small	1
splenda	100		decaf	1 small	1
sugar packs 50	2 jugs		Sponges	2	2
creamer	1/2 jug	2	dish towels	2	2
dinner plates	120	150	dish soap	1 small	1
dessert plates	242				
dessert bowls	112		Ice chests		4
napkins	250	250	ice bags		4
tooth picks	1pack				
			Flowers		22
platters large	1				
small platters	2				
meat loaf tins	11				
paper towels	4				
	1				
packing tape	1				
duck tape	1				
blue tape					
trash bags	15				
first Air kits	2				
table vases	18				
table clothes	10	12			
toilet paper	6				
bibs for sellers	3				
drawing bucket tickets	1				
red and blue raffle tickets	???				
ashtrays	3				
grape vine raffle jug.	1				