

AA PicNic Time tables

Call me with anything happy to help Denny 447-8992 cell 864-0098

One year to Six months out. Make sure previous chairperson gave the forestry department the deposit and sheet of information for renting the hall. Or find a new hall. 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. Put the ad in the Promises newspaper. Setup the printing for the tickets and flyers. Print the tickets and flyers. Cut off ticket sales one week before the event put on flyer and the Promises. 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 on---- 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:

- Who goes at 8am to turn on air conditioning and make sure place is cleaned from night before. I went one time it was a mess big party in there.
- Who is doing stage audio stuff, is the forestry providing a mike?
- Set up of tables and chairs need 19- 8-foot tables for seating. Talk to forestry to see how many are there. May need some from across A1A. set up of food tables, need 5- 8 foot tables for food. 2 dessert, 3 main dishes.
- Who buys the hot dogs & hamburgers and when, time the cooks start the Coals for grills one/two hours early, heat oven put precooked hamb.s in oven, Make sure 2-grill people have all grilling equipment and a fire extinguisher. Set a time for grill people on when lunch starts. Goal 200 hamb & 175 hotdogs set down all once.
- Lots of mayonnaise and perishables, food poisoning is an issue at picnics. Only let the food sit out there 2 hours at max. Serve quickly after room is full of people and once everyone has eaten clean it up. People are always late too bad for them. This stuff came in car to get there as well so be alert to this.
- Put ashtrays out on outside tables, trash bags, sports equipment goes out there.
- 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. Tables are heavy to open up.
- Who sits at entry table taking tickets and greeting?
- Who are the shoppers?
- What is the theme?
- Who is doing kids events. Kids equipment and prizes.

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Notes of meeting:

Call ticket sales people **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. There is always a 10% drop off from ticket sales to people attending.

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 dog and hamburger order to grocery store manager. We have been using the meat manager at the Public's by Hallmark down town.
- 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 before the event call your people and reconfirm they will be there and at what time.

Good luck! Denny