**APPLE PIE FESTIVAL TIMELINE**

**SEPTEMBER, FIRST THREE WEEKS**

BOD, at Sept meeting, will review price structure and make changes if needed.

Publicity

* Event information submitted to District Toolbox, deadline 9/20 (???how)
* Event Lead obtains from Publicity lead:
  1. donor solicitation letter to be distributed to members last meeting of month
  2. cardstock event signs to be distributed to members last meeting of month
  3. Thank you notes/envelopes to be mailed to door prize donor
* Create elementary school flyers approved by Superintendent
* Big metal sign (for Rte 50/Lakehill TIB corner) revised by Pendleton Signs if price change
* Repairs/replaces small roadside signs

[Reserve MC/Entertainment/Room. Submit Insurance Voucher.](http://localhost:8888/wordpress/wp-content/uploads/2017/02/Cafeteria_Insurance_Entertainment_MC.pdf) Once date & time are set.

* Reserve MC/Entertainment.
  + Contact last year’s lead to see if will continue and if changes needed
* Reserve Room by mid-month.
  + Contact last year’s lead to see if will submit room reservation.
* Submit Insurance Voucher to school district early October.
  + Contact last years’ lead to see if will submit insurance voucher.

Tickets

* Should have 6-700? on hand; If no changes, reuse old ones;
* Have new ones made at Mail'nMore. They have copy of last year’s ticket and can modify if needed

Food (Contact last year's leads to see if will continue)

* [Pies](http://localhost:8888/wordpress/wp-content/uploads/2017/02/Pies.pdf)
* [Ice Cream, Cheese, Pizza(for working Rotary members)](http://localhost:8888/wordpress/wp-content/uploads/2017/02/Ice-cream-Cheese-Pizza.pdf)
* [Coffee and Cider](http://localhost:8888/wordpress/wp-content/uploads/2017/02/Coffee-and-Cider.pdf)
* [Supplies-1 (paper goods, smaller consumables)](http://localhost:8888/wordpress/wp-content/uploads/2017/02/Supplies.pdf)

**LAST MEETING IN SEPTEMBER**

* Distribute event signs for members to hang locally
* Circulate the list of business to solicit for door prizes along with donor solicitation letter. Review where donations will be held prior to the event-either with Chris Nyhan if he is MC, or members can bring to event.

**FIRST MEETING IN OCTOBER**

(October usually only has two meetings due to Columbus Day and the Taste of Burnt Hills)

Publicity

* Will supply cardstock signs for polling places, to be distributed at meeting prior to Election Day (if not obtained prior); will supply thank you notes and envelopes for event lead to send to door prize donors (if not already obtained)

Room/Insurance

* Review room rental request approved and insurance voucher submitted

MC/Entertainment

* Review commitments obtained

Tickets

* Distribute in packs of 15
* 100?? tickets to Chris Nyhan

Food

* Circulate pie-baking (in lieu of $20) sign up sheet-3 pies or $20
* Review commitments of leads for pies, ice cream, cheese, beverages, supplies 1 and supplies 2
  + Supplies-1: complete inventory 3rd week of Oct and obtain supplies                       needed.
  + Supplies-2: any changes needed and if supplies needed

Event Worker Sign Up Sheet

* Circulate sign up sheet and note any changes in how things will be done

**Outside of meeting**

Publicity

* Mid month: Roadside signs placed; large metal sign placed in TIB corner Post event on FB and public area of club website
* Supplies 1: complete inventory 3rd week of Oct and obtain supplies needed.
* Event lead obtains permission from BHBL Food Services Director for permission to use high speed coffee makers. (Check with last year’s lead to see if problems)

**LAST MEETING IN OCTOBER**

Event lead: distributes cardstock event signs for polling places;(signs labeled with where to place them at each location)

* Re-circulate pie baking sign up sheet; remind about $20 payment
* Re-circulate worker sign up sheet
* Remind members to email Publicity and event chair once door prizes obtained
* Review any other issues

**END OF OCTOBER/WEEK PRIOR TO EVENT**

* Email members about work schedule commitments
* Create list of donations for MC
* Publicity takes flyers to elementary schools early in the week prior for distribution
* Apple pies, cider, ice cream cheese are ordered
* Collect supplies located at TH prior to election day as the room is used as a polling place

**DAY OF EVENT**

* Set up of beverages/tables/ serving area begins by 4
* Pies, cider, ice cream, cheese delivered by 4:30
* Pie cutting and serving area set up begins at 4:30-cut only enough slices to cover serving area; to-go boxes available in service area 6 pieces/pie
* Cheese set up at end of pie service table
* Ice cream set up at end of the line; basket of forks/napkins
* Placemats set out on tables- not the tables on the far wall; replace as needed
* Ticket seller and door prize/membership tables set up; post door prize donor sign   (2016: had total of 2 tables as Woman’s club had a table) ticket seller keeps track of # of guests, whole pies sold, encourages guests to    fill out name/phone on stub for door prize drawings
* Cash provided by treasurer; basket for ticket stubs on ticket seller table; pens also
* Event lead has list of door prizes prepared for MC
* Help entertainment bring in equipment, if needed

**Event runs 5-8pm**

* Pizza delivery ~5:30pm; set up behind pie service area
* **~7:15pm -7:30pm** an announcement can be made that whole pies are available for sale $10; if it is determined that there is a surplus; pies left over after the event are served at the next meeting; notify Food chair so that caterer does not supply dessert for the meeting.
* **8:00pm** clean up begins: wash and put away all trays/HS service utensils; toss placemats left on tables; remove any signs hung on walls; pick up all trash; saving pie tins is at the discretion of clean up crew.
* Offer pizza and 2 pies to kitchen staff
* Take remaining pies, cheese, cider to keep for next meeting; use for dessert

**After the event**

* Event lead mails thank you notes
* 2 pies are brought to Pendleton
* All roadside signs removed
* Count # unsold tickets left over to determine how many to order for next year
* Members give receipts to Treasurer for reimbursement
* Event lead creates summary: amounts ordered/used; #guests, final thoughts; suggestions for next year.