**Section 1- Organize Event**

**Doors open at 5:00 p.m. event ends at ? p.m.**

* **Board Of Directors**
	+ **Establishes Budget**
		- **Anticipated event expenses(fixed costs)**
		- **Out of pocket expenses if any(variable costs)**
			* “last minute” needs
				+ (Need to identify what these are from past events)
		- **Identify recipient of left over foods post event**
			* Coordinate delivery to recipient
	+ **Provide Guidance to Event Committee Chair**

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***Section 1 continued***

* **Event Organizing (how soon before the event?)**
	+ **Initiated by Club President**
	+ **Performed during Club lunch meeting,**
		- Ongoing communication through text messages, DACDB email, Rotary meetings
		- Event Chair selection
			* Event Chair selects Co-Chair
		- Sub-Committee Members & Responsibilities
			* Event Chair/Co-Chair organizes sub-committee leads for each below:
				+ *Sponsorships/Donations Sub-Committee*
				+ *Raffle/Auction Sub-Committee*
				+ *Food Prep Sub-Committee*
				+ *Bar/Beverage Sub-Committee*
				+ *Set up (pre and day of event) Sub-Committee*
				+ *Kitchen Sub-Committee*
				+ Serving Sub-Committee
				+ Front Door Sub-Committee
				+ Entertainment/P.A. System Sub-Committee
				+ Clean up Sub-Committee
* Sub-Committee Leads are responsible for:
	+ Recruiting team
	+ Delegating tasks
	+ Ensuring actions are being carried out in a timely manner
	+ Ensure deliverables/expectations are met on time and as expected
	+ Reporting progress to Event Chair

***End of Section 1***

**Section 2- Event logistics and set up**

* **Pre-Pre-Event**
	+ **Event Chair**
		- Oversees entire event process
		- Manages all ticket activity
			* Sales, tracking and money collection
				+ Acquire printed tickets from Sponsorship Sub-Committee
				+ Determines when to start selling tickets
				+ How many to sell (approved by BOD)
				+ Establishes ticket price (will be presented to BOD for approval)
				+ Ticket book distribution to Rotarians & Online Sales link

Track how many are handed out and to whom

Track how many sold

Track how many unsold

* + - * + How many to sell at the door (if any?)
				+ Ongoing ticket status reports to BOD
				+ Assign Committee Members

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***Section 2 continued***

* + - Venue Selection
			* + Approved by BOD
				+ By default, this has been at the Exhibit Hall at the LB Fairgrounds
				+ Need an alternate in case of unavailability.
			* How far in advance do we ask to reserve the venue?
				+ How do we request use of the venue?
			* Is there a fee?
		- In charge of access to venue, set up, access to tables and chairs, etc.
			* Acquire access to grounds and building
			* Ensures all doors and gates are locked and venue is secured at end of event and any time the venue becomes unoccupied during set up
	+ **Event Co-Chair**
		- Organizes and manages event sub-committees
		- Also responsible for coordinating cleanup of venue
			* Stowage of tables and chairs (if required)
		- Acquire “Single Day” Health Permit from County (How early to request and what’s the cost?)(Any other permits needed?)
		- Assists Event Chair as needed

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***Section 2 continued***

* + **Sponsorship/Donation Sub-Committee (see NOTES 1)** (how far in advance do we start looking for sponsors?)

ENSURE ALL ITEMS PROCURED ARE DELIVERED TO APPROPRIATE SUB-COMMITTEE

* + - Ticket books
			* How is the ticket designed?
			* Do we use an exclusive sponsor printer?
			* How far in advance do we get them printed?
			* How many tickets in a booklet?
			* Ticket design must be approved by the BOD
			* Deliver printed tickets to Event Chair
		- Placemat Sponsorships
		- Materials (How far in advance do we start asking for these?)
			* Food
				+ Crab

Identify vendor with most competitive price

(What is the correct volume?)

* + - * + Side Dishes (Quantity & who have we used?)

Pasta

Salad

Bread?

Butter?

* + - * Beverages (Where, from whom, quantities?)
				+ Bar

Beer

Wine

Spirits

Soft drinks

* + - * + Table Wines
				+ Water

***Section 2 continued next page***

***Section 2 continued***

* + - * Food safe, sealable containers for leftover food (as many as possible)
			* Posters
				+ Acknowledgement of other donated/sponsored items
			* Table Coverings
			* Place Settings
				+ Plates
				+ Bowls
				+ Utensils
				+ Napkin/Paper towels
				+ Shell buckets(receptacles)
			* Garbage Bags
			* Anything else?
	+ **Raffle/Auction Sub-Committee** (When do we startasking?)
		- Raffle processes
			* Tickets
				+ Price per ticket
			* Raffle prizes
				+ How many?
			* 50/50
			* Guns
				+ Where to acquire
				+ Raffle game

Cards?

* + - * Door Prize?
		- Live Auction
			* Live Auction Prizes
				+ How many?
			* Select Auctioneer

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***Section 2 continued***

* + **Food Prep Sub-Committee**
		- Schedule Crab Delivery
		- Coordinate additional food deliveries.
			* Pasta
			* Salads
			* Dressings
			* Bread
			* Butter?

***End Section 2***

**Section 3 – Set Up/Prep/Serving**

* **Set Up Sub-Committee**
	+ **Day Before Event**
		- **Led by Event Committee Chair**
			* Access and set up of tables and chairs
			* Placement of table covers (center pieces?)
				+ Placemats
				+ Napkins/Paper Towles
			* Place Settings
			* Placement of garbage cans
			* What else?
	+ **Day of event (3 to 4 hours prior to doors opening)**
		- **Led by Event Committee Co-Chair**
		- Place posters acknowledging donors and sponsors of event
		- Bowls, spoons, napkins set up at beginning of serving line
		- Bread, Butter, and water set up at end of serving line
		- At the door greater/ticket takers
			* Table & Chairs

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***Section 3 continued***

* + **Kitchen Sub Committee**
	+ **Serving Sub-Committee**
		- Coordinate servers
			* Rotarians
			* Interact
				+ Sub-Committee will work with Interact Director(see NOTES 3)
		- Ensure all crockpots are filled and temp set to low or warm
			* Fill Crockpots as soon as soups are warm enough and ready
		- Crockpot runners
			* Need one or two runners
			* Ongoing monitoring of crockpot soup levels on serving line
			* Take empty or near empty Crockpots to kitchen for replenishment

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***Section 3 continued***

* + - One server per station
			* Ticket taker & bowl dispenser
				+ Event Chair must retrieve collected tickets from ticket taker through the evening
			* Bread/Butter Server
				+ Serve one roll each with one pad of butter
				+ Monitor and replenish bread/butter as needed
			* Water server
				+ Provide one bottle of water per each patron
		- Bussing tables (Committee/Interact Director)
			* + Remove empty bowls, trash, etc. replacing dirty table coverings
	+ **Front Door Sub-Committee**
		- Ensure a table and chairs are set up by theentrance door
		- Acquire and set up cash box
			* Have change available for door sales (how much?)
		- (if available) Set up Square for point of sales transactions
			* Test device early for functionality
			* (how do we track point of sales with the Square?)
		- Open doors at opening time
		- Perform at the door sales
		- Great attendees
			* Answer questions of attendees
			* Assist ticket holders as needed
	+ **Doors Open**
		- Rotarians without an assigned role should float around to assist as needed.
			* Kitchen
			* Serving line
			* Tables

***End Section 3***

**Section 4 – Clean Up**

* + **Clean-up Sub-Committee** (see NOTES 3)
		- Rotarians with the assistance of Interact
			* Clean up the following
				+ Dining area

All garbage on tables

Table coverings in garbage

Floor swept

Full garbage bags taken to dumpster in the parking lot

* + - * + Serving Line

Disconnect all crock pots

Bring crockpots to kitchen

Serving table coverings in garbage

* + - * + Kitchen

Wash all Art Center/Rotary cooking implements

Empty remaining soups from crockpots

Need a strategy to save as much soup as possible and not simply DUMP it in garbage

All unused soup not from Crockpots stowed in Art Center refrigerator

All left over butter stowed in refrigerator

* + - * + Plan for follow-up clean up for next day due to any residual tasks needed to be done.
				+ Excuse Interactors as needed
			* Notify Event Chair once cleanup is finished

***End Section 4***

**NOTES:**

* + - * + Record keeping (Important to see year over year trends)

How many tickets sold

How many unsold tickets

Total cost for the event

Total donation dollars collected

How many attendees

Who has consistently donated/sponsored the event

What time of year? (November?)

* NOTES 1
	+ Sponsorships:

If there are items needed for the event which cannot be acquired the Sponsorships/Donations sub-committee, they MUST notify the Committee Chair as soon as possible for mitigation of issue.

Determine what items we currently have in storage and how many of those items we need for this event

* NOTES 2
	+ - Any last minute needs must be communicated to Event Chair
* NOTES 3
	+ Interact Director (as of 2023 Brian Rocha) oversees the Interact team during the event:

Provides pre-event orientation

Identify sub-committees requiring Interact help

Coordinates opening and closing shifts with some overlap of time

* + Announcements during the event:

P.A. system

What Rotary Los Banos is

Details about this event

How the funds raised are distributed and how

Verbal acknowledgement of vendors, sponsors, volunteers, Interactors

***Notes Continued Next Page***

***Notes Continued***

* + - * + All Volunteers/Interactors must be ready to assist patrons in any way shape of form:

Answers questions

Assist elderly/infirm with seating, acquiring soups

Etc.

* + - * + As with any venue we may use for this event, the Arts Center has clean up expectations we must meet, the Event Chair must verify all those expectations are met before excusing Clean Up Sub-Committee