**Section 1- Organize Event**

**Doors open at 5:00 p.m. event ends at 7:30 p.m.**

* **Board Of Directors**
	+ **Establishes Budget**
		- **Anticipated event expenses(fixed costs)**
		- **Out of pocket expenses if any(variable costs)**
			* “last minute” needs
				+ Tape and Sharpies for labeling soup pots, buckets, crockpots
				+ Disposable serving gloves, etc.
				+ Oven mits, etc.
				+ Miscellaneous
		- **Identify recipient of left over soup/bread/butter 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*
				+ Food Pick-up/Return Sub-Committee
				+ Set up (pre and day of event) Sub-Committee
				+ *Bowl Making and Handling Sub-Committee*
				+ *Kitchen Sub-Committee*
				+ Serving Sub-Committee
				+ Front Door 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

Track how many are handed out and to whom

Track how many sold

Track how many unsold

* + - * + How many to sell at the door

Recycle used tickets to resell?

This was a strategy during 2023 event

* + - * + 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 Arts Center (Old Catholic Church, 1105 5th Street)
				+ Need an alternate in case of unavailability of Arts Center
			* How far in advance do we ask to reserve the venue?
				+ How do we request use of the venue?
			* Is there a fee for the Arts Center or is the evening donated?
		- In charge of access to venue, set up, access to tables and chairs, etc.
			* Acquire keys to building
			* Understand security alarm process
				+ Disabling system
				+ Enabling system
			* Ensures all doors are locked and venue is secured(alarm set) 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 and stowage of tables and chairs
		- 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
		- Materials (How far in advance do we start asking for these?)
			* Clay (Quantity?)
			* Glaze (Quantity & Variety?)
			* Plastic/Paper Bowls (Quantity?)
			* Spoons (Quantity?)
			* Food
				+ Soups

5 Gallons per donor (Correct volume?)

13 to 16 soups needed (Is this correct?)

* + - * + Rolls/Bread (Quantity & who have we used??)
				+ Butter (Quantity & who have we used?)
				+ Drinks (Water? & who have we used or do we purchase?)
			* Crockpots (Typically loaned by Rotarians)
			* Food safe, sealable containers for left over soups (as many as possible)

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***Section 2 continued***

* + - * Posters
				+ Describing the soup and who donated
				+ Acknowledgement of other donated/sponsored items
			* Table coverings (unless voluntarily provided by a Rotarian)
				+ Old Newspapers have been the most convenient and has been used traditionally over the years.
			* Schools for making bowls (when do we ask and who do we ask?)
				+ LBHS
				+ PHS
				+ LB Jr. High
				+ Creekside Jr. High
				+ Anything else for sponsorships?
	+ **Food Pick-up/Return Sub-Committee**
		- Coordinate pick up of all soups
			* Pick up 3:00 p.m. day of event
			* Upon arrival of soups to kitchen
				+ Label containers of restaurant and type of soup
				+ Keep track of the returnable containers
		- Coordinate pick up of all other food & water
		- Coordinate pick up of alladditional supplies
		- Ensure all Crockpots are labeled listing owner
		- Ensure all restaurant containers are returned to restaurants
		- Ensure all Crockpots are returned to owners

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***Section 2 continued***

* + **Bowl Making/Handling Sub-Committee**
		- Establish number of bowls needed to be made
			* Verify inventory in storage
		- Where to make
			* School Art Departments
				+ LBHS/PHS
				+ LB Jr. High/Creekside Jr. High
				+ Any other options? (Arts Center studio?)
		- Who can make bowls?
			* Rotarians
			* Interactors (Engage with Site Interact Advisors)
			* Any general public interested
		- Supplies Distribution to art departments
			* Coordinate delivery of supplies
				+ Clay/Glaze (Either bought by Rotary or by Sponsor)

Unless we pay a fee to the schools for this, and they supply them for us. (Can be negotiated)

* + - Recruit volunteers for making bowls
		- Provide school art dept. contacts with total number of bowls needed and .
		- Coordinate times with school contacts for bowl making
			* Communicate need for volunteers to help make bowls
			* Provide volunteers the times and locations
				+ Bowl making/glazing
		- Keep running tally of finished bowls at each school
		- Coordinate pick up of all newly made bowls & pick up existing bowls from storage
		- Coordinate delivery of all bowls to Empty Bowls venue
			* Day before
			* Set up bowls for attendees to view and select to take

***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?)
			* Placement of garbage cans
			* Bowls placed on Stage
			* If possible, set up electrical for Crockpots
			* If Crockpots are present, place them on serving tables(do not plug in)
			* What else?
	+ **Day of event (3 to 4 hours prior to doors opening)**
		- **Led by Event Committee Co-Chair**
		- Set up electrical for crockpots (Has typically been Dick Girbi)
			* Power cords and power strips connect and secured
		- Serving table/Crockpot set up
			* Place Crockpots & plug in
			* Place ladles
			* Place service gloves
			* When ready, turn on crockpots to warm
		- Posters placed for soup description and who donated
			* On the wall behind the crockpot serving that soup
		- 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 sales
			* Table & Chairs
			* Cashbox

***Section 3 continued next page***

***Section 3 continued***

* + **Kitchen Sub Committee**
		- Prep kitchen for use
			* Inventory pots, cooking utensils, pitchers (for refilling of crockpots), etc.
			* Determine if properly equipped with everything required (see NOTES 2)
		- Keep soups warm
		- Replenish Crockpots as runners present them
			* Need to establish best practice to refill Crockpots
				+ Picthers? Ladles?
		- Crockpot clean-up, kitchen cleanup(Coordinate with Clean up Sub-Committee)
		- Coordinate return of containers (from restaurants) and crock pots to individuals
		- Anything else?
	+ **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