

May 3, 2016

John Neil
Rotary Club of Atascadero
5005 El Camino Real
Atascadero, CA 93422

RECEIVED

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A.M.W.C

Dear John,

We are excited that your organization has chosen to participate once again with the "Tuesday in the Park" BBQ. We are celebrating our 21st year of assisting local organizations raise money for what you do best, help others. We are looking forward to another summer of success!

Don't forget the **NEW TIP Summer Pass** is available at the Chamber of Commerce office. All non-profits will benefit from this presale opportunity. Pricing: Adults \$132, Seniors \$110, Child 11 & under \$66. They will receive a free dessert each week with their purchase.

Remember, we kept 20 tickets, (10 of each organization if you are teamed up). We will have these available to sell for people who stop by the chamber office. Below is a sample of our marketing efforts to assist in your fundraising success.

Marketing & Advertising

Rack Cards/Tickets
KPRL Radio Advertising
Printed Flyers
Chamber Community Calendar

Banner hung for 11 weeks at the Lake Park
Atascadero News Ads
Chamber Website
Social Media, Facebook, Twitter

Between your organization, the Elks Lodge and the Atascadero Chamber of Commerce, your "Tuesday in the Park" BBQ Day is sure to be a success. Bring your family and friends and enjoy a fun-filled evening every Tuesday throughout the summer supporting all non-profits.

Sincerely,



Vicki Lee
Director of Operations

Your T.I.P.
(TUESDAY IN PARK)

is August 16th

Your deposit of \$775.00 is due by
Friday May 13th.

Checks should be made out to Atascadero Chamber of Commerce.
Pick up your Tickets and Rack Cards at this time.

Your order must be called in by:
10 AM Wednesday, August 10th

Vicki at the Chamber 466-2044

**TUESDAY IN THE PARK
JOB DESCRIPTIONS**

**Set Up
4:00pm to 4:45pm**

Shift 1 (5:00-6:00)

Shift 2 (6:00-7:00)

Need 2

Ticket Sales

1

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Ticket Takers

1

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Containers & Utensils

1

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Food

Chicken Server

Chicken Server

1 Line

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Beef Server

Beef Server

1 Line

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Salad Server

Salad Server

1 Line

--	--

2 Lines

--	--

Bean Server

Bean Server

1 Line

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Bread Server

Bread Server

1 Line

--	--

Salsa Server

Salsa Server

1 Line

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Dessert Servers

Drinks

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Extra

Extra Helpers for packaging - approx 3

*****TABLE RETURNS*****

*****TABLE RETURNS*****

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All Stay for Clean-Up

Tuesday's BBQ in the Park

Organizations Responsibilities

(You must be a member of the Atascadero Chamber of Commerce to participate)

Pay your fee (to be determined) to the Chamber of Commerce when you pick up your tickets.

- Pre-sell tickets: This is the key to making this fundraiser profitable for your group. Failure to dedicate the group's activities to pre-sell tickets will severely impact the group's ability to reap the benefits of this fundraiser.
- Notify: The Chamber must be notified by noon on Wednesday, prior to the group's event, the number of pre-sold tickets, and the number your group is willing to commit to in order to place the food order.
- You will need to provide:
 - Flatware and napkins enough to cover your ticket sales and walk-in attendees.
 - Tablecloths: Seven (7) eight foot table cloths. Note: Chamber will provide the tables.
 - Aprons if needed for your workers.
 - Arrival time 4:00 pm Set-up: Serving Lines, Desert Tables, Ticket Tables, Drink Tables
 - Manpower: Provide manpower for serving lines and cleanup. Manpower must be adequate to meet the needs of the organization with regards to serving, ticket sales, beverage sales, cleanup, dessert sales, auction, any other fundraising used for the group.
The Chamber WILL NOT provide manpower to serve or cleanup for the event.
 - People Needed: (Approximately 14 - 20 people needed)
 - a. Two (2) people to hand out plates and utensils
 - b. Two (2) to take money
 - c. Two (2) or three (3) for the dessert tables
 - d. Eight (8) for the serving lines from 5-7pm, if over 500+ tickets are sold, (6 or more) extra volunteers will be needed if the decision is made to have two service lines. (This decision will be made by the Elks). Dinner Cap is 650.
 - e. Two (2) to Four (4) persons needed to place tables back into storage. (IMPORTANT)
 - Containers: If you want to save any leftovers you're responsible to provide containers. The Atascadero Elks and Chamber will not be responsible for any food that's left over.
 - Drinks: Your organization is responsible for supplying all beverages.
BEVERAGES ARE INCLUDED IN PRICE OF DINNER TICKETS.
 - Desserts: Your organization is responsible for all desserts for sale and everything associated with them, i.e. sales, serving, cups, ice, cleanup, etc...of course you keep *all profits*.
 - Additional fund raising ideas are encouraged but are the responsibility of the group. All auctions, raffles, etc. must take place prior to 7:00 p.m. or after the band concludes its performance at 8:00pm. Music can be provided in the BBQ area only, but must cease by 7:00 PM. (Please do not disturb the food line with fundraising, this slows down the service)
 - Clean Up. Each organization will co-operate with the Chamber and insure that the BBQ area has been thoroughly cleaned up and tables returned to storage.

We will supply you with a copy of the food bill, which will be due and payable to the Chamber by Wednesday afternoon following your night.