ADOPTION PICNIC TASK TIMELINE

**Week of 9/30/19**

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| **TASK** | **RESPONSIBLE PARTY** |
| Assign tasks to volunteers. Key tasks:  **ACTIVITIES CHAIR** (includes games, face painting and First Responders)  **VOLUNTEERS CHAIR**  **DECORATIONS CHAIR**  **LUNCH CHAIR**  **PRIZES CHAIR (Door Prizes and goody bags)**  **SETUP/BREAKDOWN CHAIR** |  |
| Gather sponsor list; meet w/ Tammy Hamilton to order banners/signs 1) Welcome/Oaklawn Rotary  2) ? 3 | Eleanor |
| Get attendance estimate from Christie; order decorations/goody bag contents |  |
| Collect goodie bag and door prize items from club members and outsiders |  |
| Ask club members to borrow tailgate decorations |  |
| Gather Games |  |
| Invite First Responders (Fire and EMS) | Terry |
| Complete/submit RI Insurance Policy | Terry |
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**Week of 10/7**

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| Secure 2 face painters (lines under eyes, footballs, etc.) |  |
| Second Site Visit |  |
| Match club donors with different costs in case grant is not awarded |  |
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**Week of 10/14**

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| Team to work on decorations | Rachel?  Terry |
| Stuff goodie bags  Need brown paper bags? Markers, staplers, goodies | Karen |
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**Week of 10/21**

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| Purchase food items |  |
| Get Easel/sign for Sponsors; finalize sponsor list week of 10/21 |  |
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**Day Before (Friday 10/25)**

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| Setup Games / Prizes |  |
| Setup Face Painting Table |  |
| Setup Popcorn Machine |  |
| Setup Lunch Tables (including tablecloths, decorations) |  |
| Setup Outside Grill |  |
| ID places for First Responders |  |
| Decorate Registration Area, Gym, Lunch Area, etc. |  |
| In kitchen – wash/slice/pack tomatoes, lettuce; store it, cheese slices, pickles, onions, hot dogs, hamburgers and condiments in fridge; put buns, cookies, condiment packets, napkins, plates, paper towels, chips, aluminum trays, charcoal, lighter fluid on counter. Put ice bags in freezer. |  |

**Event Day (Saturday 10/26)**

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| Get, Attach Helium Balloons to Street Corner, Event Entrance, etc. |  |
| Setup & Staff Inflatables |  |
| Setup & Staff Game Stations |  |
| Setup & Staff Face Painting |  |
| Setup &\* Staff PA System |  |
| First Responders come 10-noon + lunch |  |
| Grill Hot Dogs, Hamburgers; Serve  (menu: Hamburger or Hot Dog, chips, cookie, bottled water) | Jason (cook)  Everyone available (serve) |
| Get food to kitchen & oversee meal distribution | Rachel? |
| Setup, Make, Serve Popcorn |  |
| (EARLY) Ice down Bottled Water in St. John’s big canisters |  |
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**Post-Event**

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| Event cleanup (bring brooms, dustpans, rags, cleaner, trash bags?) | Terry |
| Post Event Thank You’s | MJ |
| Post Event Letter to Editor | Terry |
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POSSIBLE GAMES/Activities (need Games chair to oversee all games)

Baggo

Fishing Game (Razorback blanket “curtain,” way to set it up? Or, borrow from St. John’s?

Football through hula hoops? (St. John’s has hoops) And/or, football through different holes?

Basketball – one end of court (St. John’s has basketballs)

Face Painting

Bouncy Houses (2)