

**ARBORS AT DOGWOOD CREEK
WELCOME & SOCIAL COMMITTEE**
~ Event & Activity Process Guide ~

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ARBORS AT DOGWOOD CREEK WELCOME & SOCIAL COMMITTEE

WSC Chair Responsibilities

1. **Manages Events:**

- Arranges a meeting of members discuss/decide on upcoming events and the dates.
- Sends the list of events/dates to the Arbors Newsletter Committee and the Arbors Webmaster to be published in the Newsletter and on the “Events” page of the Arbors web site.
- Sends the list of events/dates to the Arbors Webmaster to have Park reservations made for those events that will be using the Arbors Park (reserve the Sunday after for the rain date)
- Sends list of events and dates to the Board to have gate signs prepared.
- Contacts Directory keeper to send mass email event notification prior to each event (this action may also fall to the “facilitator” of the respective events)

2. **Sets budget for the year** - submits budget prior to December to the Board for approval.

3. **Manages cost and purchases** - collects receipts from event facilitators and submits them to the board for reimbursement from Pioneer Prop Mgmt.

4. **Submits articles for 4 newsletters each year:** Arbors Newsletter Committee editor - Joann Johnson (benttandem@earthlink.net)

5. **Reports at monthly/bi-monthly AIA meeting:**

- Events since last board meeting
- Upcoming events
- Welcome Bag deliveries
- Yard of the Month winners
- Formal committee recaps at the Annual Meeting in August.

WSC Activities:

- Yard of the Month
- Christmas decorations for Park and Gates
- Welcome Bags for new residents
- Arbors Appreciation Gifts

WSC Events: (Note: not all events listed are held every year)

- Valentines Adult Party
 - Easter Egg Hunt in the Park
 - Spring Garage Sale
 - Men’s Coffee
 - Ladies Tea
 - Garden Tour
 - Ice Cream Social
 - Spring Potluck Supper
 - Annual Association Meeting
 - Doc Cardwell Memorial Chili Cook-off
 - Neighborhood National Night Out
 - Fall Garage Sale
 - Santa in the Park
-

WSC SPONSORED ACTIVITIES

Yard of the Month:

1. Budget: \$175/yr
2. Monthly judging by WSC volunteers
3. Congratulatory notes written/ attached to a “prize” – (IE, Hobby Lobby yard decorations on sale)
4. Rules:
 - a. All property owners are eligible, including those who do the judging.
 - b. A resident may not win more than once in the same year.
 - c. A resident winning two years in a row must sit out the third year before becoming eligible to win again.
 - d. Winners are chosen based on property appearance only (not on who does the actual work)
 - e. A list of winners must be maintained by the judges in order to determine eligibility each month/year.

Welcome Bags:

1. Budget: \$120
2. Delivered by WSC volunteers to new residents.
3. The Bags contain:
 - a. updated local restaurant menus
 - b. info on Elgin/Bastrop businesses
 - c. promotion items/coupons
 - d. gifts – IE, a pair of coasters, a jar of cookie mix with the recipe attached.
4. The WSC volunteer welcomes the new neighbors on behalf of the community, answers any community questions, and collects information for the directory (name, address, contact number, email address)
5. The WSC volunteer forwards the new neighbor information to the Arbors Directory Keeper via email
6. The WSC volunteer posts a welcome on the Arbors forum (resident name and address only)

December Gate Decoration:

1. Budgeted \$200 in 06-07 Actual: \$255.05 in 07-08: (refurbished & purchased new pieces 2007)
2. Decorations installed by Bob & Dorothy Baker each past year
3. Decorations are kept in the storage building in the Park.

December Decoration of Park Pavilion:

1. Decorations installed by WSC volunteers.
2. Artificial Christmas tree, stand & lights, wreaths, and garland are stored in the park storage building.
3. Tree is secured to rafters and wall with fish line to prevent movement during windy days.
4. Lights are kept on through Christmas (cost is just pennies a day).
5. Volunteers take down decorations shortly after Christmas/New Years Day.
6. Yearly review decorations for wear, tear, and replacement need.

Arbors Appreciation gifts:

1. Budget & Actual: \$50
2. Chair or volunteer buys two \$25 gift certificates to Meyers BBQ and sends each along with thank you letters, to Atex Disposal in appreciation for free trash pickup at the park. (Gift certificates are used by recipients as rewards for employees.

GENERIC GUIDE

For all Events held at the Arbors Park

Actions:

1. 24 hours prior to the event, check that the bathrooms are clean, toilet paper, soap & towels are available, the pavilion is clean, grass mowed. (If the bathrooms or park need attention, call Larry Head at 285-3639 or contact a Board member.)
2. Contact the Directory keeper send event mass e-mail to the community; one several weeks in advance; another just before rsvp date or event.
3. Contact the Arbors Webmaster to publish event details on the website.

Recommended Materials List:

1. A set-up box containing a welcome sign, tape, tablecloth clips, scissors, string, nametags for committee members
2. Welcome table (card table covered w/WELCOME sign attached)
3. Nametags, markers, small box or trashcan for backing papers, sign-in sheet. (If it's windy, a basket for tags & markers)
4. Large trash cans: marked TRASH ONLY and RECYCLE HERE (use large yellow lid with hole for recycle can)
5. For food events: fly deterrents – re-useable stringed bags filled w/water, hung around the pavilion. (Contact the Board to arrange Larry Head's help in hanging these bags)
6. Rolling stand cooler: holds 2 flats of bottled water with dish towels through handles for wiping off drinks.

WSC SPONSORED EVENTS

Arbor's Annual Meeting

The Arbors Board sets the date, but is usually held the third Saturday in August

Note: This event has been held the past few years at the United Methodist church in Elgin; it has a large kitchen and cups/saucers for event use (as long as WSC puts dishes used thru the dishwasher before leaving.)

Budget: 120.00

Actions:

1. Confirm Board has requested use of the church Fellowship Hall and use of their podium, microphone, and cordless microphone (for the Open Forum).
2. Contact the Arbors Facebook, the Webmaster, and Directory Keeper to advertise the meeting.
3. Set up tables for meeting if not already in place with head table at front of room for Board members.
4. Set up table at back of room for Pioneer use for member sign-in.
5. Set up refreshments table on the wall between the door and kitchen. (Neighborhood 42 c. coffeemaker needs 45 minutes to be ready to serve – watch that light is on showing that it is brewing (no light, check breaker box in laundry room just off kitchen).
6. Set up microphone at podium (plug into an outlet in the room behind the head table) The podium/microphones/speakers have been set up by a church rep – Paul Henry - for the past four years.
7. Print committee sign-up sheets.
8. Place order with Super Donuts in Elgin (they take only check or cash).
9. Pickup key to the Fellowship Hall the day before the meeting event. Coordinate with someone to be let in an hour and a half early.
10. Board members should arrive early and move tables & chairs into rows if necessary, and have chairs set up in the back of the room for overflow.
11. Purchase food and drink requirements.
12. Place trash can near refreshment table where coffee is served from both ends and on the opposite side of the room.
13. Place "RECYCLE BOTTLES HERE" sign on a second nearby trashcan.
14. Distribute pencils to each table.
15. Place water and coffee on sign-in table for Pioneer representatives.

Recommended Materials List:

1. Pencils, nametags, markers.
2. Large coffee maker at one end of the refreshments area tagged with REGULAR COFFEE.
3. Smaller church coffee pots tagged DECAF at the left end of the table nearest the kitchen.
4. Hot water for tea; hot beverage cups (if not using the church cups);
5. 2 creamers, decaf & regular coffee and sugars if needed.
6. Several baskets lined with cloth napkins for muffins; small baskets for sugar & low-cal sugar packets and for paper napkins. Trays for donuts. Tongs for donut trays.
7. Fruit tray with tongs, plates & forks (placed it in the middle so attendees can start from both ends of the refreshment area). Coffee pots will end at the fruit tray. (In 2006, had bottled OJ but that didn't go well.)
8. 3 flats of lg. bottles of water (use leftover bottles from prior meetings and other events).
9. Ice for rolling cooler with towels in handles; paper towels for quick cleanup of the refreshment tables.
10. Decorations for on refreshment table.
11. "COMMITTEE SIGN-UP" sign; committee sign-up sheets on the pass-thru counter from the kitchen.
12. Pencils for marking ballots at the tables.
13. Quart Zip-loc bags for leftovers to be sent home with WSC ladies.
- 14.

National Neighborhood Night Out

**Held in October, at the Arbors Park
(Check www.nationaltownwatch.org for Texas date)**

See "General Directions for all Park Events" for generic requirements.

Budget: ??

(Potluck supper in 2010: desert & main dishes)

Actions:

1. Aug/Sept: contact Bastrop Sheriff Dept at 303-1080 for time on their schedule.. (in 2010, started gathering 5:30pm with supper starting at 6:00pm. (6:30-7:00 is a suggested better time if possible.) The event is usually over within 1 ½ - 2 hours, depending on the number of attendees.
2. Announce the event on the Arbors Facebook page.
3. Contact the Arbors Webmaster to announce the event, date, and publish the flyer on the website. Confirm that there is a flyer available.
4. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before the event. Confirm mass email schedule.
5. Food is provided for attending police and citizen patrol: past events have had pizza – a dessert contest – potluck supper. Have enough food for attendees and police.
6. Require RSVP's and request attendees to bring a dessert or main dish. Track the dishes to be brought so that there will be a varied selection.
7. Ask AIA Board Members to speak about any safety and security concerns in the neighborhood. Prompt the police and/or citizen patrol to speak to the gathering re safety and security concerns.
8. WSC ladies will need to set up at the park 1 hour before the event , and cleanup afterwards.

Recommended Materials List:

1. Beverages in pavilion and outside on the shady side.
2. 2-3 6' covered tables along back wall;
3. Outlet strip underneath tables for hot dishes;
4. Cool ice holder on table for cold dishes
5. Paper goods, plates, plastic ware, napkins, water and canned soft drinks in rolling cooler
6. Karaoke machine (borrow from Tim Herbst) for speakers from Bastrop Co. Sheriff s Dept.
7. Small table for the informational handouts.

Ladies Tea

First held on March 1, 2008 at 12:30 p.m. in the Mowrey home.

Budget: ??

Actions:

1. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/RSVP information.
2. Announce the event on the Arbors Facebook page.
3. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before the event.
4. Request WSC volunteers to set up tables with tablecloths & vases of flowers, cleanup and remove tables after the event
5. Require RSVP's and request guests to bring dishes to share for lunch.
6. Provide sign-in sheet asking for interests and hobbies and name tags preprinted as ladies arrived at 12:15.

Recommended Materials List:

(these are based on having this event in a WSC member home...)

1. Hot water, tray of teabags, sugar & cream (self-serve).
2. Iced tea and water carafes on the tables for refills.
3. Cups of iced tea and water on bar (self-serve).
4. After the luncheon ladies were asked to introduce themselves.

(WSC has sheets for ideas of things to do for the neighborhood ladies; IE, last year each lady was asked to reveal an interesting fact about herself that few people knew.)

Ladies would like to see this become an annual event maybe in January so that hot tea could be more enjoyable. It could be held in a larger venue like the bank community room so that more could attend and socializing would be easier.

Note: the Frontier Bank has a room (the one used for AIA general meetings) that could be used free of charge for such an event. The room has attached kitchen facilities.

Men's Coffee

Held at the Arbors Park Pavilion

See "General Directions for all Park Events" for generic requirements.

Budget: ???

Actions:

1. Contact the webmaster to publish an information flyer on the Arbors website.
2. Announce the event on the Arbors Facebook page.
3. Contact the Directory keeper to send event mass e-mail; one several weeks in advance and another just before your event, or before RSVP date if that is required
4. Contact the head of the Maintenance Committee, Board members, and a rep from the Woodworker's Group to address new residents in the group.
5. Set picnic tables (without covers) end-to-end; paper goods, name tags.
6. Place refreshments and paper goods on a 6' table by the back wall.
7. Block off the drive through the park; Committee members take parking spots before others arrive.
8. WSC members leave the event until time to cleanup.

Recommended Materials List:

1. Optional: name tags
2. A sign-in sheet asking each man his interests, hobbies, skills that might be useful to the community.
3. Refreshments: coffee, creamer, sugars, pot of hot water & tea bags/hot chocolate packets, cold bottled water/OJ
4. Food: donuts, coffee cake, fruits (finger foods only for easy consumption)

Doc Cardwell Memorial Chili Cook-off

Usually a Fall event held at the Arbors Park; 12 contestants max.

See “General Directions for all Park Events” for generic requirements.

Budget: ???

Actions:

1. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/rsvp information.
2. Announce the event on the Arbors Facebook page.
3. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before the event.
4. Assign a committee member as picture taker for website and newsletter publication
5. Collect RSVP's and inform each contestant to provide:
 - their chili in a crock pot,
 - a small ladle for serving
 - condiments if so desired
 - decoration for their serving area (Theme)
6. Appoint
 - judge for the Best Theme award;
 - to sell cook-off ballots (.50/ballot or 5 ballots for \$2.00)
 - committee members to collect and count ballots
7. Buy \$Gift certificates: \$25, \$15, \$10 & \$5 (1st, 2nd, 3rd Place, and Best Theme respectively)
8. Announce winners and awards at 2:30

Recommended Materials List:

1. Electrical outlet strips and extension cords for crock pots
2. 6' tables (2 contestants at each) with plastic table covers
3. Numbers 1-12 to place on chili tables
4. Chili cook-off ballots
5. Small sampling cups, spoons, napkins (handed out with coupons)
6. Pencils & ballot box; cash box if coupons are sold.
7. Karaoke machine (borrow from Tim Herbst) to announce winners
8. \$Gift certificates (from Walmart) for winners.

Note:

This event in prior years had been part of the Arbors Fall Fest which included hay rides, and several children's activities: games face painting, moonwalk. The larger venue was discontinued due to insufficient number of available volunteers required to monitor the children's activities.

Arbors Garage Sale

The Fall event is held late October - early November

Budget: \$50.00

Actions:

1. 1-2 months before event –
 - a. Determine the Date and time with your committee members. Place info in the fall newsletter.
 - b. Determine who the main contact people is, and get the contact info.
2. 1-2 months before event –
 - a. Contact the Arbors webmaster to create and publish an informational flyer for the website. (webmaster usually has an old version from last year to work with.)
3. Announce the event on the Arbors Facebook page.
4. Estimate a budget for this event: ads and map copy costs. (these will be reimbursed)
5. 3 weeks before event –
 - a. E-mail the Bastrop Advertiser (classifieds@bastropadvertiser.com) and Elgin Courier (classifieds@elgincourier.com): advise them when the Arbors will have a Garage Sale; ask them to publish on the closest date to the garage sale.
 - b. Wording for the Ad: *(insert date)*:
“Arbors @ Dogwood Creek, Sat. Nov. xx, 9-2. Hwy 95 between Elgin / Bastrop. Watch for balloons / signs at gates.”
 - c. Pay for the ads and save the receipt from each newspaper.
6. The designated Contact Person receives emails and phone calls from residents who would like to have Garage Sales; she will mark the Arbors map accordingly.
7. Contact John Redmon or Bob Redding (Maintenance Committee) to make sure the north gate will be open all day of the garage sale.
8. 7-8 am that morning, put the Garage Sale 9-2 signs (with balloons attached) right next to Hwy 95. Avoid traffic areas. (The A-frame sign boards are in the storage bldg in the park.)
9. Distribute the maps to the houses hosting garage sale closest to the gates.
10. Pick-up the signs at 2 p.m. Save poster boards for next garage sale and put signboards back in the storage bldg. at the park.

Note: many of these actions/activities can be delegated to committee members; ie, putting out and picking up the signs, distributing the maps, contacting the MC re gate opening, etc. The facilitator is needed to send out the request, organize volunteers for whatever help is needed, and follow-up on the activity.

Recommended Materials List:

1. 100 copies of the maps indicating which houses will have a garage sale the day before. (This receipt along with the receipts from the ads are given to the Board Sec/Treasurer)
2. Poster board for signs

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**WSC Arbors Spring Garage Sale**

**The Spring event is held the first weekend in May in conjunction with Elgin's city-wide garage sale. Use the actions/requirements as per the Fall Garage Sale.**

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## December Lighting Contest

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**Judging is done on the evening of the Santa in the Park event**

Budget: \$150 Actual: \$150

### **Actions:**

1. Contact the webmaster to publish this event on the Arbors Website.
2. Contact the Directory keeper to send an event mass e-mail: one several weeks in advance and another just before the event. (Note: this event can be published in conjunction with Santa-in-the-Park)
3. Announce the event on the Arbors Facebook page.
4. Set judging for 7-10 p.m. the night of the Santa in the Park event.
5. Contact non-resident judges
6. Purchase gift cards for contest judges.
7. Print certificates for contest winners.
8. Present gift cards/certificates the day following the judging.
9. Place sandwich boards posters at both entrances.
10. Send a thank you note and restaurant gift card to the judges after the event.
11. Categories are:
  - Holiday Wonderland
  - Magic of Lights
  - Spirit of Christmas
  - Best Decorated Mail Box

### **Recommended Materials List:**

1. Certificates for winners. (Note: Connie Vestal can make the certificates)
2. Gift Cards: \$50 gift card for restaurant of judges choice; four \$20 Wal-Mart cards for category winners.
3. Posters announcing the winning addresses by category.

## **Santa in the Park**

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**Usually held second or third Saturday in December with a Sun rain date 2-4 p.m.**

*See “General Directions for all Park Events” for generic requirements.*

Budget: \$100 (plus whatever the Board sets as a donation to the EVFD)

### **Actions:**

1. Oct – Nov - Arrange a date with Santa (Tom Henderson) and Mrs. Santa (Gail or Jan Newman) for this event. *Note: Santa arranges for the Elgin Vintage Fire Truck that will bring him to the park. (Santa arrives about 15-20 min. after event start time.)*
2. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/rsvp information.
3. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before your event.
4. Announce the event on the Arbors Facebook page.
5. Organize a WSC member’s party to decorate the Pavilion earlier December. (Decorations are in the storage shed and/or the Pavilion closet)
6. Arrange with a Board member to present the donation check to the Elgin VFD at this event.
7. Purchase blank wooden tree ornaments for painting activity and small gifts for Santa to hand out to children.
8. Purchase small gifts/cookies for Santa to hand out to the children.
9. Set a large bench for Santa (w/rug if possible) in front of closet door in Pavilion.
10. Assign a volunteer to assist with refreshments and cleanup (*Note: parents are responsible to help their children with the ornament painting activity*).
11. Cover the picnic tables with disposable plastic: one is for parents; the other for the ornament painting activity.
12. Assign a volunteer to take digital pictures of the event (*Note: parents are responsible for taking photos of their children with Santa*).
13. Place a Blue Santa Program donation box at the front of the Pavilion an hour ahead of the event.
14. Deliver donations following the event to Elgin Police Dept for Blue Santa Program. Gifts are delivered by EPD on Sunday so the packages need to be wrapped and tagged with gender and age range.

### **Recommended Materials List:**

1. Bench for Santa and Mrs. Santa
2. Boom box with Christmas music (optional)
3. A donation box for wrapped gifts, with an envelope on the side to collect checks.
4. A wind breaker- ie, plastic sheeting - if the day is cold and windy. (Contact the Board for Larry Head’s assistance if needed)

### **For the Children’s ornament painting activity:**

1. Wood Christmas shape ornaments (buy early for a good selection)
2. Ribbon or cord for hanging ornaments
3. Sharpie pens (for writing names and the year on the back of the ornament)
4. Wet wipes and paper towels
5. Water color paints and brushes
6. Paint cups/rinse cups (may need tape down on a windy day).

## Valentine's Day Adult Party

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Held the weekend closest to Valentine's Day

Budget: \$100

**Actions:**

1. WSC chair asks for a volunteer for this event
2. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/rsvp information.
3. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before your event.
4. Announce the event on the Arbors Facebook page.
5. The volunteer Hosts purchase paper goods, water, soft drinks, and ice; collect receipts to submit to the Board for reimbursement by the AIA.
6. Send the hosts a thank you note after the event.

**Recommended Materials List:**

1. Each attendee is requested to provide an appetizer-type food to share & BYOB
2. Wear red

**Note:** *In all the past years this party has been held in a volunteer's home. However, the meeting room at the Frontier Bank is also available free of charge for this event.*

## Yard Tour

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**First (and so far, only) held in May 2008; very well received with 6 tour addresses**

Budget: ??

### **Actions:**

1. Contact the Directory keeper to send mass e-mail requesting RSVP for interest in offering a garden tour, and if their tour would take 15 or closer to 30 minutes.
2. Contact the webmaster to publish the event and an information flyer on the Arbors web site.
3. Announce the event on the Arbors Facebook page..
4. Collect info and create a map of tour locations.
5. Select gathering place; if necessary, break a large group into two, touring in opposite directions.
6. Separate tours taking less time from those taking longer, so that group A does not arrive during group B's tour. (See map & schedule from 2008.)
7. Send "Thank you" e-mails to the residents who allowed their grounds to be toured.

### **Recommended Materials List:**

1. Handouts with information on gardening, chemical and organic products, etc.
2. A map showing the addresses to be toured: group A and group B tour routes (led by WSC members)
3. Plant cuttings and starts (provided by individual gardeners)

## **Easter Egg Hunt**

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**Usually held the Saturday before Easter from 10 am-12 noon  
at the Arbors Park**

*See “General Directions for all Park Events” for generic requirements.*

Budget: ??

The facilitator buys a few bags of candy and eggs to supplement the donations. For the little ones the marshmallow candy work best (keep that separate for them).

Note: The first year we had about 250 eggs and it was way too much! Last year (2010), we had about 200 eggs, which was better, but still too many...there is always leftover candy!

### **Actions:**

9. Announce the event on the Arbors Facebook page.
10. Contact the Arbors Webmaster to announce the event, date, and publish the flyer on the website.
11. Contact the Directory keeper to send out a community –wide email requesting donations of eggs and candy (preferably no chocolate since it melts so easily); also reminder e-mails for the event: one several weeks in advance and another just before the event. Confirm info for mass emails.
12. Contact the WSC ladies and request to together several days before the event to separate the candies and fill the plastic eggs (for 1 & 2 yr olds). 3 bags for the 3 age groups; 1 & yrs, 3-5yrs and 6 & up.
13. Search areas by age groups:
  - a) 1 & 2 yr olds search in the playground (gravel area only).
  - b) 3 to 5 yr olds search in the grass area to the left of the playground up to the picnic table.
  - c) 6 & up group goes searches to the right of the playground around the basketball & volleyball courts.
14. WSC ladies will need to set up at the park 1 hour before the event to set up, with cleanup afterwards.

### **Recommended Materials List:**

1. The WSC provides cookies, brownies, water, and lemonade, juices in the pavilion.
2. Tablecloths, table decoration, refreshments, sign-in sheet and rolling cooler are in the Park storage shed.
3. Sidewalk chalk and bubbles to play with before the egg hunt begins.
4. 6' covered tables along back wall; Cooler for cold drinks.
5. Napkins, water and canned soft drinks in rolling cooler.
6. Small table for sign-in and name tags.

**Around start time, someone announces that the Easter Bunny came and explains how it is laid out by ages. Start the 1&2 first, then 3-5, then 6& up...waiting just a few minutes in between. (It doesn't take them very long at all to find all the eggs!)**

## Spring Potluck Dinner

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**End of May, avoiding Memorial Day weekend and local HS graduations**

*See "General Directions for all Park Events" for generic requirements.*

Budget: \$200

### **Actions:**

1. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/rsvp information. Sample Flyers from past events are available.
2. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before your event.
3. Contact the Newsletter Committee -Joann Johnston to publish the event in the appropriate Newsletter.
4. Request attendees to RSVP the number attending and which side dish/dessert they will bring to share.
5. Purchase food and paper goods requirements for this event (see below)
6. Assign WSC volunteers to help with set up and cleanup activities.
7. Set up three 6' covered tables the length of the pavilion far enough from the back wall to form two buffet lines.
8. Set up the first table to hold paper goods, salt & pepper, cheese slices, condiments & pickles, grilled burgers, hot dogs, and all the buns. (No lettuce or sliced tomatoes)
9. Set up a second table to hold the cooling tray with ice for side dishes;
10. Set up a third table to hold desserts.

### **Recommended Materials List:**

1. Hamburger patties, hot dogs, buns, condiments,
2. Plates, utensils, napkins, water and cans of soda correspondent with the number of RSVP's.
3. Optional: table decorations
4. Bottled water and iced sodas in coolers on the shady side of the Pavilion.
5. Trash/recycle cans outside the Pavilion.
6. 9 x 13 pans to hold grilled foods; extra serving utensils for those who forget their own.
7. If grilling on site: Oven mitts, tongs, and heavy duty foil; charcoal, lighter fluid and a lighter
8. Quart Zip-Loc bags Foil sheets for "doggie bags".



## July 4<sup>th</sup> Ice Cream Social-

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**Saturday, nearest to the 4th at 4 p.m.; set up starts an hour ahead**

***See "General Directions for all Park Events" for generic requirements.***

Budget: ???

### **Actions:**

1. Contact Arbors Webmaster to advertise event on the website and to provide an online flyer with appropriate contact/rsvp information. Sample Flyers from past events are available.
2. Contact the Directory keeper to send reminder e-mails; one several weeks in advance and another just before your event.
3. Contact the Newsletter Committee -Joann Johnston to publish the event in the appropriate Newsletter.
4. Set up 6' tables for ice cream: 2 ice cream topping stations on one table
5. Assign volunteers to scoop ice cream (Put containers in bottom of iced tub before adding ice so ice cream container won't get pushed into the ice | water when scooping.)
6. WSC volunteers scoop until all have been served; then leave ice cream out for self-serve.

### **Recommended Materials List:**

1. Patriotic picks for in fresh plant pots for decorating tables; flags on dowels (in the park storage bldg).
2. Patriotic crepe paper for wrapping posts.
3. 6' tables with red plastic tablecloths
4. Plastic covered picnic tables.
5. Red tubs to hold ice, 2 half gallons of vanilla and chocolate ice cream
6. Ice cream scoops (WSC members bring).
7. Bowls, spoons, napkins, sprinkles, chopped nuts, choc. & caramel syrup, maraschino cherries and Redi-Whip.

(In 2008, 50 people attended. Bought 10 half gallons and had 4 leftover. Dispensed 2 scoops per person – Had 8 oz. bottled water available. Budget: \$75 Actual: \$167.18)

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