

MGA Recognition Picnic Task List

Date Updated: 9/28/2019

MGA President should conduct a coordination meeting with the Social Chair, Membership Chair, and Volunteer Coordinator to assign names to each task. President-elect should also participate.

	Task	Responsible	Due by	Comp.	Notes
1.	VENUE				
2.	Select date & time	President		Comp	
3.	Select location	President	3 months before picnic	Comp	
4.	Secure venue with signed contract	President		Comp	Only U of A can sign contracts. (reserved ramada through online system "recreation.gov")
5.	Pay deposit (if required)	President		Comp	Paid for, and reimbursed by MGA
6.	Document driving directions from Prescott and Verde area	Mary Barnes		Comp	Mary updating flyer – directions are complete from 2017 picnic
7.	Create picnic flyer	Mary Barnes	RSVPs by 9-10		Mary updating existing flyer
8.	Get direction signs to post at the venue	Mary		Comp	Event signs in tube in MG office
9.	Put up direction signs	President		Comp	2 Sandwich boards reserved
10.	Prepare written directions, to be sent via e-mail by Volunteer Coordinator	Mary		Comp	Directions on flyer should be sufficient
11.	Determine what supplies are needed from Ext Ofc & reserve with supply coordinator	Mary			To be finalized after site visit on 8-19
12.	Request volunteers to help with set-up, parking, tear-down (help needs to arrive by 10am)	Mary, with input from Social Chair			To be finalized after site visit – Mary will send out blast asking they contact Kristin
13.	Obtain / make parking passes if appropriate	President			Picnic invite will include request to bring park passes
14.	Locate electrical outlets, etc.	Committee to check in pre-visit			To be done during site visit 8-19
15.	Make arrangements for convenient restroom access (some people have health issues, limited mobility, etc.)				To be verified at site visit but we believe that restrooms on site are adequate. Tricia to ensure we have adequate toilet paper.
16.	Bring nametags	Cathy			
17.	Bring MGA meeting sign-in sheet and stick-on nametags	Cathy, with input from Social Chair			
	Bring PA system	Mary			
18.	Send Thank You notes as appropriate	President			
19.	Check PA system a few days prior to picnic	Mary			
20.	Send out flyer invitation	Mary			Will go out with the Aug mtg info
21.					

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	Task	Responsible	Due by	Comp.	Notes
22.	POTLUCK	Social Committee			
23.	Bring potluck sign-up sheet to MGA meetings	Social Chair			Kristin will put together and bring to meeting in August
24.	Have e-mail request sent out for potluck sign-up	Mary	8-26		Sign-up sheet should include what dish (main, side, dessert); also ask for other supplies needed, e.g. ice chests, etc.
25.	If MGA provides main dish, order it.	Social Chair	9-12		Kristin getting quotes on meat
26.	Secure beverages (e.g. water)	Social Chair			1 Igloo water 1 Igloo lemonade
27.	Secure paper products	Social Chair			Large dinner plates , dessert plates, bowls, napkins, plastic ware - Current supplies appear adequate
28.	Secure tablecloths, center pieces (optional), weights to hold plates and napkins down, cards to label each dish	Social Chair			Should have adequate supplies – include duct tape from conex box to secure tablecloths
29.	Bring refreshment tote & coffee pots from Extension Ofc if needed	Social Chair			Kristin to reserve Igloos – Mary to send Kristin info on how to reserve
30.	Secure additional items for clean-up	Social Chair			Trash bags, recycle container, broom/dust pan
31.	Centerpieces	Social Chair			
32.	Determine number of tables and EZ-ups Tables	Social Chair			Need pick up truck Will be decided after site visit
33.	RECOGNITION	Membership Committee			
34.	Determine award recipients and send names to Nora for newsletter article	Cathy			
35.	Obtain notecards and have printed for recognition recipients	Cathy			
36.	Assemble awards	Cathy			
37.	Notify those who are to receive recognition awards	Cathy			
38.	Notify those who are to received Emeritus recognition	Cathy			Mary to send Cathy names
39.	Prepare agenda and review with Jeff, MGA President, Membership Chair, and Volunteer Projects Committee	President		Comp	Agendas only need to be given to those who are on it. Draft is on website. Final is attached
40.	Take photos	Communications Committee			Tricia will talk to Steve and determine who will be taking pics
41.	Send e-mail reminder, directions, etc. 1 week before picnic	Mary	9/14		Include parking instructions, restroom access if health issues, etc.

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	Task	Responsible	Due by	Comp.	Notes
43.	Submit article on recognition event to newsletter	Communications Committee			Tricia will chat with Bev on who will write this for the newsletter

The following supplies may also be needed:

Step stool for hanging banner Extension cords Power strip Sponge and jug of water P.A. system Pick up truck to haul big stuff 4 Ez Ups (or more, depending on RSVP) Large knife and couple extra serving utensils	2 green vests (parking attendants) 2 Sandwich boards (determine where needed, e.g. entrance, parking, sign-in, etc.) Push broom 3X5 cards for food labels Tables: six 6 foot, one 4 foot for check-in Flower center pieces; check Trader Joe's Paper towels for spills Rubber bands for tablecloth corners
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2016 - Dead Horse Ranch (68 attendees)

- Mum centerpieces - \$76.47
- 80 pieces of chicken (baked and fried) \$86.56
- Water and ice tea \$22.50
- Lemonade and plates 26.88
- Plastic table clothes \$25.46
- Balloons \$8.75
- Ice - \$11.96
- Park fee and parking \$240
- Total \$532.34 (Too much water, ice tea and lemonade (was colder weather than expected)
- 12 6ft tables, 2 4ft tables, 7 EZ-ups (not used @ rain)

2017 Prescott Thumb Butte Picnic Area (90 attendees, 63 MGs, 27 guests)

- Had 7 lbs each of Big Daddy E's BBQ chicken and pork. Too much; 9 lbs of shredded pork would have enough; people didn't want shredded chicken
- 72 rolls would have been plenty
- Beverages: used 2 jugs of tea, punch made from 1 cranberry, 4 powdered lemonade mix and 1 litre 7-up; also had 1 igloo water (had 4 jugs of ice tea left over)
- Used luncheon plates; too small; next time use dinner plates
- 4 EZ-ups, six 6ft tables for food
- Lunch (incl paper products and food/drinks): \$243
- Venue rental fee: \$94
- Mum centerpieces \$77.88
- Total spent on picnic: \$415

2018 Red Rock State Park (56 attendees – 48 MGs, 8 guests)

- Budgeted \$450
- Venue \$125, Parking \$96 (MGA paid \$2 per vehicle; some MGs used National Park passes)
- Chicken (baked and fried) \$99.82 – lots left over (raining)
- Paper products, tablecloths - \$73.84 (used some from existing tote; had luncheon plates, need sturdy dinner plates in the future)
- Center pieces (Verde River Growers) \$35.40
- Total spent: \$430.06

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2019 Prescott Thumb Butte Picnic Area (69 attendees, 51 MGs, 18 guests)

- Budgeted \$450
- Venue \$93
- Montana BBQ - 5# pulled pork, 5# smoked brisket, ½ pan grilled vegetables, 5 doz rolls \$176.22
Note: needed more meat, veggies were comped because they were running late - \$24 value, 2 doz rolls left over
- Paper products, tablecloths, lemonade (already had some stuff) - \$17.04
- Beverages 5 gal lemonade, 5 gal water – sufficient amount, 3 bags ice \$7.04
- Ice for rafts \$14.98
- 12 Center pieces \$77.52
- Six 6ft tables, 4 EZ-ups, 1 4ft table, 1 sandwich board
- Total spent: \$385.80