

MGA Recognition Picnic Task List

Date Updated: 11/11/2023

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	Sept 30 th , 11:00am
3.	Select location	President	3 months before picnic	Comp	Thumb Butte
4.	Secure venue with signed contract	President		Comp	
5.	Pay deposit (if required)	President		Comp	Paid for, and reimbursed by MGA
6.	Document driving directions from Prescott and Verde area	Mary Barnes			Mary updating flyer –
7.	Create picnic flyer RSVPs by 9/15	Mary Barnes	8/6		Mary updating existing flyer; Diane to confirm she will be able to accept reservations; back-up is Cathy Michener
8.	Get direction signs to post at the venue	Peggy			Event signs in tube in MG office
9.	Put up direction signs	Peggy			1 or 2 sandwich boards
10.	Prepare written directions, to be sent via e-mail by Volunteer Coordinator	Mary	8/14		Directions on flyer should be sufficient
11.	Determine what supplies are needed from Ext Ofc & reserve with supply coordinator	Diane and Ann	Wait until we know the # attending		Mary – Prescott
12.	Request volunteers to help with set-up, tear- down (help needs to arrive by 10:30am)	Mary, with input from Social Chair			To be finalized after site visit Mary will send out blast asking they contact Diane????
13.	Obtain / make parking passes if appropriate	President	NR		
14.	Locate electrical outlets, etc.	Committee to check in pre-visit			To be done during site visit
15.	Make arrangements for convenient restroom access (some people have health issues, limited mobility, etc.)			NR	Easy access
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			Required if allowed by venue
18.	Send Thank You notes as appropriate	President	NR		

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19.	Check PA system a few days prior to picnic	Mary			
20.	Send out flyer invitation	Mary	8/14 9/12		
21.					

	Task	Responsible	Due by	Comp.	Notes
22.	POTLUCK	Social Committee			
23.	Bring potluck sign-up sheet to MGA meetings	Social Chair	8/14		
24.	Have e-mail request sent out for potluck sign-up	Mary	9-14		Sign-up sheet should include what dish (side, dessert); also ask for other supplies needed, e.g. ice chests, etc.
25.	If MGA provides main dish, order it.	Social Chair	9/16??		
26.	Secure beverages (e.g. water)	Social Chair			Ice tea, water and lemonade
27.	Secure paper products	Social Chair			Large dinner plates , dessert plates, bowls, napkins, plastic ware
28.	Secure tablecloths, center pieces (optional), weights to hold plates and napkins down, cards to label each dish	Social Chair			There may be enough checkerboard cloths from Peggy
29.	Bring refreshment tote from Extension Ofc if needed	Social Chair			
30.	Secure additional items for clean-up	Social Chair			Trash bags, recycle container, broom/dust pan
31.	Centerpieces	Social Chair			Delegate
32.	Determine number of tables and EZ-ups	Social Chair			Matt and UA truck
33.	RECOGNITION	Membership Committee			
34.	Determine award recipients and send names to Emily Lane for Connections & to Lisa Gerber for annual report	Cathy			
35.	Obtain notecards and have printed for recognition recipients	Cathy		Comp	
36.	Assemble awards	Cathy		Comp	Cathy leave them in office
37.	Notify those who are to receive recognition awards	Cathy	9/1		
38.	Notify those who are to receive Emeritus recognition	Cathy	9/1		Mary to send Cathy names

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	Task	Responsible	Due by	Comp.	Notes
39.	Prepare agenda and review with Matt, MGA President, Membership Chair, and Volunteer Projects Committee	President			Agendas only need to be given to those who are on it. Draft is on website. Final is attached
40.	Take photos	Communications Committee			Lee Atonna will determine who will take pics
41.	Send e-mail reminder, directions, etc. 1 week before picnic	Mary	9/23		Include parking instructions, restroom access if health issues, etc.
43.	Submit article on recognition event to Connections	Communications Committee	Nov Connections		Lee Atonna, Steve Mc Intyre, Lisa Gerber, Mary

The following supplies may also be needed:

Extension cords Power strip Sponge and jug of water P.A. system Pick up truck to haul big stuff Ez Ups Large knife and couple extra serving utensils Hand sanitizer (bottle) Plastic wrap to cover leftovers	2 green vests (parking attendants) NR 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 Paper towels for spills Rubber bands for tablecloth corners
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Recommended buffet set-up – from beginning of line:

Plates, cold dishes, hot dishes, napkins/utensils. Desserts and beverages on separate table.

2023 – Prescott Thumb Butte Picnic Area (98 signed-up, 78 attended – 54 MGs, 24 guests)

- Budget: Venue \$200, budget for food, paper products and drinks \$500
- Ramada rental \$183 (MGs paid their own parking if needed)
- Colt BBQ 10#s pulled pork & 10#s brisket \$391
- Utensils \$14.99
- Rolls \$15.96
- Use plastic checkerboard table covers for food table; nothing on eating tables
- Mum/picks for table decorations \$73
- Nametags for guests \$15
- EZ-ups – 3 10ft (2 over the food, 1 over picnic table, 1 smaller over desserts)
- Tables 6ft - 2 for desserts, 3 for food (plus used concrete counter), 1 (4'x2') for sign-in
- Signs: 2 sandwich boards from Prescott Ext Ofc
- Borrowed 3 rafts for salads (MGA should purchase in future)
- Total spent \$692.95

2022 Red Rock State Park, Sedona (50 attendees, 38 MGs, 12 guests)

- Budget Venue \$200, budget for food, paper products and drinks \$450
- Venue \$245 (admission changed from per car to per person. We received a discount for an education based event.)
- Safeway 100 pieces of fried chicken \$98.85
- Paper products, large plates and paper cups \$34.30. Used supplies in the MG closet for napkins, silverware, trash bags and 1 tablecloth.
- 2 gallons lemonade, 2 gallons water, 2 gallons tea and a bag of ice \$19.79
- Reusable tablecloths \$47.79
- Table decorations \$40.79
- Tables: Karen O'Donnell 4 (4'x 2') 2 (3' x 2'), Prescott Ext Ofc 1 (4'x2') for sign-in
- Signs: 2 sandwich boards from Prescott Ext Ofc
- Total spent \$486.52

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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

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

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

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)