

COF Annual BBQ Picnic - Management Guidelines

Note: The prior BBQ Picnic Manager usually submits a summary report on this event and the latest one follows these guidelines. The prior manager should be consulted if possible. Helpful tools such as that report or spreadsheets may be available.

The BBQ Picnic manager must plan and coordinate the picnic, which has been held at Aspen Hall in Shevlin Park. The picnic is in lieu of the August general meeting. Attendance has been near 100, but it is prudent to plan for 125. Some operating guidelines follow. (If the picnic is held at another location, adjust the planning accordingly.):

Months preceding picnic:

- Obtain the available information or files from the prior picnic manager or COF secretary.
- Contact the Bend Park and Recreation District well in advance to confirm that Aspen Hall has been reserved for COF. If not already paid required payment must be made. COF qualifies for the non-profit mid-week rate. Aspen Hall is in high demand and should have been reserved by the prior picnic manager. The hall reservation should be for the period from 5:00 to 9:00 p.m. (Contact Bend Parks and Recreation, 541-389-7275 or facilityrentals@bendparksandrec.org) When confirming the reservation, make a reservation for the following year - i.e. do this 13 or 14 months in advance of the picnic.
- Promote the picnic in the COF June newsletter by submission of an article about the picnic to the newsletter editor. Include the date and location and remind members that COF will need volunteers.
- At the June general meeting, announce the picnic date and location and ask for volunteers. Have a signup sheet available with check boxes for one crew to set up tables and chairs, one crew to cook and help organize facilities and food, and one crew to clean up.
- At the July meeting and in the July and August newsletters, promote the picnic again. Remind members that COF provides burgers, hot dogs, tri-tip roast, soft drinks and water, but members must provide side dishes (not just a bag of chips). Also advise that alcoholic drinks are not provided, but may be brought by attendees.
- Encourage members to bring family and friends.
- Recruit one or more volunteers to take photos of members who attend, the tables of food, and other activities at the picnic.

One week or more before picnic:

- Prepare a list for planning food, supplies and equipment. See the sample list that follows these guidelines. (A spreadsheet or form may be available from prior event.)
- Check the COF storage unit for soft drinks, paper supplies, plastic and aluminum serving trays, tablecloths, and other picnic/outing items that remain from other events. Use these supplies before purchasing new ones. The key to the storage unit can be obtained from the COF president or his/her designee.
- Purchase non-perishable items and supplies prior to the picnic day. (It has worked well to purchase tomatoes ahead of time to allow for ripening.)
- If there is to be a program, assist the person in charge as appropriate. Loud speaker equipment should be provided if possible.

Note: Purchases can be made at any business offering suitable quality and price. Costco, Safeway, Cash & Carry and Food 4 Less have been good sources in the past.

Day of Picnic

- Pick up the key to Aspen Hall from the Caretaker's home at Aspen Hall.

- Purchase perishable items per the picnic list (hamburger, cheese, tri-tip roast, restaurant style bags of shredded lettuce, etc.). Perishable food can be placed in the refrigerator/freezer at Aspen Hall until needed.
- Pick up all other food & drink items and other supply items per the list from vendors, the COF storage unit or members and see that they are conveyed to the picnic venue. A large BBQ grille is available at Aspen Hall. If a second grille is required it must be provided by the organization.
- Direct volunteers in setting up venue & handling meal:
 - Start BBQ grille & prepare hamburger & tri-tip for cooking. Begin cooking soon enough for timely serving.
 - Start coffee makers for regular and de-caf coffee and set out creamer and sugar. Note that it normally takes quite a bit of time for the coffee to brew.
 - Slice tomatoes & onions, prepare cheese & condiments.
 - Set out ice chests with water & soft drinks.
 - Place tables for serving of hamburgers & tri-tip and for utensils, condiments, side dishes etc. Typically, two tables are required for side dishes and one for desserts. Use masking tape and a marker to label dishes and utensils with the name of their owners.
 - A carving station should be set up so that attendees can have some degree of choice as to beef cut.
 - Place tables and chairs for attendees. If weather conditions are favorable seating can be set up on the patio instead of in the hall.
 - Tables and chairs are in storage closets along the side of the hall.
 - Paper table cloths must be placed on tables and taped to the underside of the tables to prevent wind problems, etc.
 - Place trash barrels for garbage and recyclable material. Make sure all trash is emptied in appropriate dumpsters.
- Direct volunteers as appropriate for greeting guests, receiving & setting up side dishes etc. A volunteer should be in charge of providing name tags and soliciting raffle ticket purchases (if a raffle is to be held).
- If there is to be a program, coordinate with the person conducting it.
- During the meal, count the attendees.
- When attendees have eaten and the program (if any) is over, distribute leftovers as appropriate to board members or others who have refrigeration facilities to store it for use in future COF events. Leftover tri-tip has been auctioned off before attendees leave.
- Direct volunteers in cleaning up the facility afterward. (Parks & Recreation provides printed instructions for cleanup of Aspen Hall.):
 - Remove table cloths & tape from tables & return tables and chairs to the storage closets.
 - Pick up all trash and run dust broom over the entire hall floor.
 - Clean kitchen area and take all trash to the trash bin.
 - Lock the facility when leaving.

After Picnic

- Return the key to the Caretaker's home.

- Return equipment, utensils, leftover non-perishable items, etc. to the COF storage unit. Clean the equipment as appropriate. Rotate older items to the front for first use in future events. (Note that items that can be damaged by freezing, such as soft drinks, water etc. must be removed from the storage unit before winter.)
- Write a brief summary about the picnic and submit it with photographs to the COF newsletter editor for the September newsletter.
- Write a brief report to the Board of Directors summarizing results and providing recommendations.
- Place informational material, including the board report, in a “BBQ Picnic” file for use by the subsequent manager. Convey the file to that subsequent manager or provide it to the COF secretary.
- Submit a list of expenses (with receipts) to the COF treasurer for reimbursement.