

INGATHERING SALMON BAKE/ POTLUCK PLAN

Sunday September 11, 2016

7/28/18 12:53

<i>done</i>	<i>reminded</i>	<i>agreed</i>	<i>asked</i>	<i>who</i>	<i>what/when</i>	<i>comment/ detail</i>
				Gene		PARAMETERS
						Plan for 90 people, ¼ lb salmon per person.
						79 attended in 2016; 93 in 2014. Only a few servings left over.
				Gene		\$5/person or \$10/family; angel tickets available
				Gene		Salmon, drinks, and deserts provided; bring salad or entrée to share
						PREPARATION: Announcements, Registration, Planning
				Mavis		Newsletter, e-news, and OOS announcement by mid August
				Mavis		Make sign up sheets
				Mavis		Recruit committee table tenders
						bring own card tables
						take turns manning
				Committees		Committee tables: e.g. membership, communications, choir, chalice lighters, ministry, board,...
				Dave		Recruit Cooking Crew, Chef, and helpers
				Dave		Recruit helpers for sign up table in foyer before services Aug 21, 28, Sept 4
				Dave		Recruit check-in table helpers for Sept 11 after the service
						get no. of folks in families
						collect \$, hand out plates and dessert cards
				Mavis		Notice for signup table: food for 8, refrigeration availability, volunteering
				Dave		Recruit committees: setup helpers, cleanup crew; get list of new members
				Dave		Recruit chair providers: 20 needed
				Chris B		Clean up and mow clearing (alert before work party preceding the ingathering)
				Mavis		Clean out refrigerator ahead of time
				Tom B		Take garbage beforehand so empty cans are available
						Children's activities

					SETUP
				Dave	<i>Setup crew identified</i>
				Dave	Plan table & station layout
					Church has 5 picnic tables , 16 folding tables, 39 plastic chairs
					5 picnic tables + 7 folding tables & 56 chairs for seated eating @ 8/table)
					Ticket/plate table (take money, check list, give plate) + 2 chairs
					5 serving tables: 3 food, 1 salmon, plus one "scrapings"
					Desserts in kitchen (ticket punched at 5 committee tables required)
					Garbage cans with signs and bags: compost, including paper plates; garbage silverware bin
					Coffee cart on portico near outlet
					Membership/Directory signup table (note: wifi works in clearing)
					Church has 9 Tablecloths - decision was to not use them
				Dave	Make signs
					traffic, cleanup, check-in, salmon, food, utensils, dessert
					Plan on wiping down all chairs and picnic tables and seats: expect dew, if not rain
					KITCHEN
				Katy S	Supervise oven use
				Katy S	Dispense desserts ticket protocol
					COOKING
				Gene	Gene Berg's friend Jim Lautenberg 360-730-1244 will deliver grill at 8 am and pick it up later ~4 p
				Jim Lautenberg	Deliver grill It is an enclosed propane grill, on a trailer, no county permit required.
				John L	Provide a propane tank.
				John L	John Long has agreed to supervise cooking
				Dave	confirm the above, send JL cooking advice from Gene, see if JL will buy salmon
				Dave	Fire prevention: know where the 3 extinguishers are in the church, have hose ready
					DRINKS – provided
				Mavis	Mavis: contact other donors

			Mavis & Katy	Mavis: Coffee (prepare in kitchen, keep warm on portico)
			Sarah	Lemonade
			Teri W	Lemon water
			Dave	Ice (Sunday morning)
			Dave	Ice chests
				DESSERT - provided
			Mavis	will recruit donors
			May-Britt K	bring almond cake
			Jo Ann R	bring pies
			Mavis	bring cake
			Sara H	bring brownies & fruit tart
			Gladys	bring gluten-free dessert
			Mavis	provide ice cream
				SALMON - provided
			Dave	Confirm the following:
			Paula K	Tim and Paula will deliver 10 pounds of salmon already thawed that morning, in ice chest.
			John L	Aug. 21: The remainder of the salmon, 13 pounds, needs to be ordered from Payless 3 weeks ahead.
			John L	Pick up salmon from Payless Sept 11 8 am, provide ice and ice chest needed
				POTLUCK FOOD – each family bring salads and entrees for 8 to share
			Mavis	Peanut butter & jelly sandwiches
			Terra A	Macaroni & cheese
				CLEANUP
			Dave	<i>Cleanup crew identified</i>
				wash silverware and cups
				bag garbage
				put away tables and chairs

			Tom B	take garbage
			Paula K	take compost
			Linda G	take garden waste
			Katy	supervise kitchen cleanup
			Dave	lock up
				SCHEDULE – FINAL WEEK
				<i>Monday</i>
			Katy/Dennis	email reminder to end service on time
			Mavis	email reminders to dessert and drink people
			Dave	email reminders to chairs people
			Dave	check on salmon
			Dave	make signs to label food table, recycle, trash
				<i>Tuesday</i>
				<i>Wednesday</i>
			Dave	wash chairs, picnic tables
			Chris	cut grass if necessary
			Dave	set up garden hoses & check extinguishers for fire prevention
				<i>Thursday</i>
			Mavis	grocery: half n half,
			Mavis	assemble or purchase:
				large plastic bags
				paper plates, small dessert plates, napkins, small hot/cold paper cups
				extra forks
				<i>Friday</i>
				<i>Saturday</i>
				if rain is expected, email for more patio umbrellas?
				<i>Sunday</i>
			John L	8:00 pick up 13 lbs THAWED salmon from Payless. Want it fully thawed at cooking time.
			Paula K	8:00 deliver 10 lbs salmon
			Jim L	8:00 grill arrives

Ice Chest	
Ice	buy
Half&half	buy
plastic cups	buy
Ice cream bars for kids	
cake	
patio umbrella	
towels	
oblong table for choir committee table	
choir banner	
purple bin for silverware	
saran wrap for table legs	
tape & scissors for signs	
scrub bucket, sponge, and rubber gloves for cleaning	
stickers and punches for committee tables	
ladder golf	
Committee Fair / dessert tickets	

RAIN PLAN

People to foyer/portico while setting up

1 check-in table in foyer

10 Eating tables in sanctuary in 2 rows down center; use sanctuary chairs

2 Serving tables in foyer

Committee tables on patio if "just wet" and not cold; otherwise, along north wall

Umbrellas for salmon cooking, patio use; email appeal night before based on forecast