

Brunch Necessities

September:

Call Holly Hedge and reserve; send deposit

Begin raffle and auction donation collections

Begin to gather donors and sponsors

Take letter with EIN to businesses during solicitation or (better) within two days write thank-you letter to business with EIN included.

October:

Arrange for musician (usually Bob Egan)

Plan invitation

Get painting (if applicable) and silent auction items so publicity is available

Continue with raffle donations

November:

Print and mail invitations by end of November

Decide on Honored Citizens and order plaques (Nick Shaw (215) 297-5394, Pt. Pleasant)

Go to Solebury Township offices and purchase twp tiles, take to Nick along w/ small plates for board

Arrange for donation of table centerpieces - Giant

Continue acquiring raffle donations

If applicable, arrange with 1st Nat'l Bank of Newtown to display silent auction painting thru December.

December:

Cover publicity with Herald, Intelligencer, screen at 1st Nat Bank of Newtown, and anywhere else

Organize reservations and create name tags for brunch

Arrange for 4 to 5 people to sell raffle tickets at brunch. Arrange for baskets to be available.

Send email blast as a reminder around Dec. 10.

Pickup Honored Citizen plaques

Write up for Honored Citizens

Figure out how displays will be set up for silent auction

Decide if table is needed to sell plaques, blankets, books, etc.

Call Holly Hedge with est. # of guests

Develop program agenda

Pick up centerpieces

Prepare programs for brunch day (Elaine)

Pick up ribbon for programs

Pick up painting(s) from bank

Organize raffle prizes in envelopes

Arrange for a photographer

Get cash box

Bring donation jars

Raffle ticket supply

Day of Brunch

January 1:

Meet with set-up committee at about 9:30AM at Holly Hedge

Set up name tags

Set up auction and raffle prizes

Set up tables with centerpieces and programs

Bring 3 gallons of cider

Treasurer bring checks to brunch for HH and musician

Have name tags in alpha order and use as entry to Brunch.

Announce Auld Lang Syne before the end of the raffle; tell that all should stand and hold hands

Ask honored citizen recipients if they would like to say a few words.

No need for cups for cider; Holly Hedge supplies

*Announce silent auction winners before doing raffle

People needed:

(Usually Board members and Marne Dietrich)

One person to man table with sale items

2 door greeters

2 name tag people

3-4 raffle ticket sellers

January

Write thank you cards to all sponsors and donors