**The Dinner – September 26, 2015**

**Timeline**

April 1st – Confirmation letters to Hosts (verify address, seating accommodations, etc)

April 1st – Confirm barn location for kick-off party

June 12th – Have chef determine amount of food necessary for dinner and wine necessary for kickoff (generally, 3 cases of wine). Approach Giant to cover food costs.

July 1st – Design invitation

July 17th - Constant Contact – Save the Date (based on invitation design)

August 14th – Mail invitations

August 21st – Herald Ad

September 1st – Physically check the barn out to determine how to best organize

September 1st – Reminder to all hosts/hostesses about their party. Also, include instructions as to what they need to do. (Have pots ready for pick-up by 2:30 on Friday; make a starch if needed for meal, provide ice cream if needed for dessert)

September 11th – Constant Contact reminder

September 12th – Host/hostess party, 5:30-7pm. Committee members only to attend

September 15th-Make dining assignments with directions

September 15th – Decide on wine and nibbles for barn kick off. (Food- Nothing that needs heating or prep work. One large veggie tray more than sufficient. Wine, one case red, one white. Or proseco.

September 20th – make name tags (for barn) for diners

September 24th – Pick up food and wine to be used for dinner preparation

September 25th – Delivery committee

a. Pick up pots and take to chef at Trinity

b. Pick up desserts from provider

c. Pick up flowers from donor

September 25th – Must finish at Trinity by 5pm Friday (AA meeting)

September 26th – Chef finish cooking by 1 pm, delivery by 3 pm

September 26th – Delivery committee - Deliver food, dessert and flowers to hosts

September 26th – Kick-off committee –

a. Set up food and wine at barn for kick-off party, 5:30-7 pm. (Keep food easy, i.e. cheese/crackers. Things with NO clean-up needed)

b. Have clean-up crew assigned

c. Dining assignments with directions will be distributed at this even.

d. Need 2-3 people to handle arrivals and distribute assignments

e. Need 2 people to bartend

September 28th – Write thank you notes to all participants

Need:

\*\*Committee to handle pick up of pots and all distribution of food/flowers/desserts (Friday and Saturday)

\*\*Committee to handle set up and clean up of barn, bartenders, greeters to distribute dining assignments for kickoff party.