

Annual Meeting and covered dish dinner

2 months Prior to event:

- Secure a venue
- Invite guest speakers
- Prepare a powerpoint presentation
- Send out constant contact 1 month prior and week of event
- Put on facebook
- Put in newsletter
- Send postcard reminder to those who don't do email
- Call Marne dietterich to be a host as people arrive
- Get volunteers to set up and 2-4 men to set out tables and chairs.
- Call Karen for kitchen help
- Have someone take pictures.
- Nominating Committee to submit new board members
- Make sure treasurer is prepared to give report-great if it's on powerpoint
- Volunteer to work computer for powerpoint presentation

Day of event:

2pm setup

- Bar area,
wine, ice, coolers, tub for wine, cork screw
apple cider, water, beer, wine, ice, coffee boxes (decaf and regular) from Wawa, milk & sugar

- Food tables,
spiral ham, or turkey
paper products, tablecloth bin, candles, serving utensils (some in bin) etc
Need to set up a Table for guest speaker stuff, name tags, #givingtuesday
name tags, sharpie pen for name tags
Set tables,
Holly branches or ivy, boughs with berries, little pumpkins, gourds, Apples, pears for centerpieces
Make sure projector and screen are set up
put together Envelopes for #givingtuesday and poster

***Need parking attendants-warm clothes, flashlights.

5:00 pm People begin arriving-Name tags

Judge time as people finish eating to begin program

President begins the Elections

Note: 2015-2 guest speakers, Ralph O'Banion & Phil Johnson from Conservation Mgmt Committee and Don Schoenlieber gave a slide show presentation of Aquetong Lake No More. Held at Audubon Barn.