

## Picnic/Chicken Bake Committee

1. Contact Muhlenburg Township to reserve the pavilion for the following year. Do this for both the annual picnic and the chicken bake. Historically we hold the picnic on the third Thur. of June and the chicken bake on the third Thur. in Sept. Note: The Township does not charge a fee for Township residents such as MetEd.
2. One day prior to the event, pick up key from Township (\$20 deposit required).
3. In the AM of the event, check cleanliness of the pavilion. If not clean, contact the Township. Also check if the number of tables is sufficient for the number of attendees signed up.
4. Contact caterer to review the menu. Coordinate costs with Assn. budget and order the food (to be delivered). This should be accomplished 6 months prior to the event.
5. Determine entertainment; board games, gift exchange, door prizes, etc. Assign a person to coordinate the entertainment and purchase gift cards (refer to budget). These items are only included by Board of Director decision.
6. Assign someone to procure the ice cream.
7. Assign someone to procure the refreshments (iced tea and lemonade).
8. Update event flyer for mailing to Assn. members (mailings in May and Aug.).
9. Invite appropriate MetEd representatives to attend as Assn. guests.
10. Record the reservations from the membership (number of attendees and the amount of money received).
11. Provide the Association Treasurer with the funds received, receipts for expenses and the number of attendees. Complete the Trip/Event Summary for the Treasurer.

