

MEMO: Post Picnic Report  
TO: John  
FROM: Theresa  
DATE: Sept. 27, 1982

Many things were great about yesterday - weather, band, food, people having a good time, people sharing the work. Some things stand out as examples of what we need to do next year. I will dwell on those.

Staff must be assigned two hours of work since too much was left to chance of interns helping. Interns, past or present, also feel like guests. Therefore, all assignments should be made definite before picnic day.

If staffers are not all familiar with the layout of the picnic area and their assigned duty stations, a layout should be made and presented at a picnic meeting, as well as available on the day of the event.

A picnic committee should have sub-chairman in charge of publicity, invitations, food, donations, adult games, children's games, drinks, & properties. An advance ticket sales should be aggressive with follow-up. Advance sales should include phone banks.

Some of the above subdivisions cross lines, but I feel that there is a need for closer inter-relations so that several staffers know what goes where and when. These should all report to the general chairman. I would be pleased to help in any way.

Theda and Eva Disharoon both suggested a spring picnic would be better. Time of year better and avoid the problems of primary time. I agree that late May or first week of June might be nice.

#### Publicity

- Posters in selected areas
- Newspaper accounts of local volunteers working on plans

#### Invitations

- Design and printing
- Addressing and mailing
- Follow-up phone banks

#### Food

- Caterer selection
- Meal selection
- Contributions - coffee, dessert, raffle goods, centerpieces

#### Donations

- Food
- Liquor
- Raffle items
- Game prizes

#### Games, Adult

- Football equipment
- Softball equipment
- Some of same kids have

#### Children

- Races - various types
- Contests
- Equipment for each type
- Recognition

Band Pooling of everyone's info (This year's selection great!)

#### Drinks

- Quantity and type
- Mixers
- Bar equipment
- Bar condiments
- Identify sources of contributions
- Supplier selection

#### Properties

- Barbecue pits
- Tables & chairs for guests
- Tables for bar, tickets, tags, etc.
- Electrical outlets, identified & provided
- Water sources, identified & provided
- Restrooms - available or portable
- Two wheel dolly & step ladders if needed

#### Miscellaneous

- Equipment for barbecue, forks, tongs, charcoal, starter
- Coffee cups & stirrers
- Bar glasses - quantity and sizes
- Extension cords & adapters (if needed)
- File cards
- Name tags
- Bunting or streamers
- Poster board
- Bumper stickers
- Banners
- Magic markers & marker pens (for posters & sign-in)
- Balloons with helium were perfect touch
- Coffee pots
- Coolers (for ice at bar)
- Water pitchers and/or buckets - some for bar, some for clean-up

#### Advanced sales

- Identify promoters
- Mail early
- Follow-up as much as possible through local committees and report to chairman
- Follow-up by central person to TPAC members

Local picnic committees are important to get publicity and to encourage grass roots efforts. Staff should concentrate on state-wide coordination of the local committees.

Some of the above duties of the sub-committees can only be done centrally, but as much participation as possible should be encouraged.

Please consider these suggestions with any others you receive so that next year can be as much fun as this year with a little less frazzle and a bigger crowd.