**Welcome Back Potluck Timeline & Plan**

Late May:

* Select a date for Potluck (suggest late Sunday afternoon to avoid conflicts with ballgames and church)
* Fill out facilities use form (in office) to reserve space and make sure bathrooms will be open on selected date.
* Modify "save the date" flier (on website)
* Post flier on SGCC bulletin board
* Copy flier and send home with students last week in May (distribution is unreliable in June)
* Send flier to Ms. Lindsay for inclusion in the Eagle Flier
* Contact webmaster so flier is included in SGCC eNews and on Website

First Week of School:

* Make posters to publicize event (3 work - pick up line, back entrance, and corner)
* Modify "event flier" (on website) with current date and "to bring" breakdown and post around school.
* Post event flier around school
* Copy and distribute in student's folders
* Send to Ms. Lindsay for inclusion in the Eagle Flier
* Contact webmaster so flier is included in SGCC eNews and on Website
* Send out a Jooners request or find 4 people to help you set up and clean up & to find 2 large water coolers (one for water and one for lemonade)
* If desired, find volunteer(s) to arrange games/activities or to put out sporting equipment

Day Before Event:

* Meet with Mr. Hoxie to confirm where tables will be and who will be there to open the bathrooms (need 2 card tables and about 4 long tables for potluck); also ask for extra garbage cans to be moved to the potluck area.
* Print name tags (Community Club has labels...contact the President)
* Check SGCC container for paper products (plates, napkins, cups, cutlery); purchase more if needed
* Check SGCC container for tablecloth (there is a large roll of red/white checked table covering)
* Ask President where to find the lemonade if we have it (otherwise purchase it)
* Prepare "main dish", "salad", "dessert", "water", and "lemonade" signs (or bring paper and markers to do them the day of)

Day of Event:

* Show up 1 hour early with set up people
* Put 2 card tables at front entrances and cover with table cloth; put name tags sheets and markers on these.
* Arrange 4 long tables end-to-end (on the pavement under the awning in front of the 2/3 classes worked well) and cover with table cloth. Add potluck food type signs.
* Arrange paper products at one end (weight napkins with rock) and drinks at other end; prepare drinks.
* Put on your own name tag and enjoy (be sure to start eating about 1/2 hour into event if folks haven't already "dug in")
* Clean up - put everything away.

Supplies Needed for Event:

* roll of table covering
* roll of tape (tape down table covering)
* plates, napkins, cups, cutlery
* 2 large water coolers
* lemonade mix
* 2 card tables
* 4 long tables
* name tag stickers
* markers for making name tags
* paper and markers for potluck signs