PROPOSED TEAM RESPONSIBILITIES - GARDEN PARTY 2020

COMMUNICATIONS

* Printed flyer
* Church newsletter articles
* Notices to newspapers
* Social media advertising
* Facebook
* Nextdoor – e-bulletin board
* Other Towson area e-bulletin boards
* Large banner
* Small neighborhood signs
* Sign-up forms at church

PROGRAM (distributed day of event)

* Schedule of events
* Patrons
* Advertisers in program
* Descriptions of events

OUTSIDE ENTERTAINMENT/VENDORS

* Master of Ceremonies
* Henry VIII
* Gaoler/Pillory
* Jester
* Sound system
* Maypole dancing
* Prof. Horn’s Punch & Judy
* Daughters of the British Empire
* Bagpipe band
* A dog rescue organization? (have had in the past)
* Antique British car display? (have had in the past)
* Other British vendors?

ADDITIONAL BOOTHS

* Bake table
* Book table
* Bottle Wheel
* Children’s activities/games/races
* Flower Stall
* Hot Dog stand
* Jumble
* Military display
* Pub – The Barley Mow
* Pub Grub

FACILITIES/GROUNDS

* Parking
* Handicapped signs
* Overflow parking Methodist Church
* Bobby’s porta-potty
* Lawn mowing
* Grounds clean up week before
* Playground mulching

PERMITS – Baltimore County

* One-day liquor license
* Gaming permit (for bottle wheel)
* Gathering permit
* Temporary event food service permit

OUTSIDE LAYOUT/SET UP/BREAKDOWN

* Set-up Friday
* Set-up Saturday
* Design and assignment of outside booths/cashiers
* Distribution of tables/chairs
* Outside seating for guests
* Set up pub booth
* Break-down arrangements – outside vendors?
* Inside clean-up – week following event
* Storage in attic
* Container inventory

TEA ROOM

* Create Tea Room checklist
* Review/revise server written instructions
* Coordination with St. Timothy’s School – student volunteers
* Select Manager/Asst Manager
* Set up of tea serving area – auxiliary kitchen
* Items from attic
* Aprons washed and ironed
* Tea room set up of tables with china, cutlery
* Back serving area set up
* Bussing station/Cake table set up
* Soliciting baked items for tea trays
* Sandwich making
* Setting up sandwich trays/3-tiered trays
* Tea making station
* Cleanup/washing day of
* Clean up week following

SHOPPING – “The Big Shop”- Sam’s Club – purchase of most items needed