

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