

TMSS PICNIC PROCEDURE TIMELINE and INSTRUCTIONS

- APPLICATION

Go to Woodland Park website and download application. They start accepting them the first business day in January. The picnic is scheduled for a Tuesday night in the summer in lieu of a normal practice.

- THE GAZETTE

Put the picnic date and location in the Gazette along with a short blurb about it as soon as the date is set. This may not be until March.

- SIGN-UP SHEETS and GAZETTE NOTICES

Three weeks before the picnic another more detailed blurb should go in the Gazette explaining what MSS provides and what food members can contribute. Also explain what kind of help is needed.

The sign up sheets should go out three rehearsals before the picnic. And then be out for viewing or signing up every week after that. People may forget what they signed up to do or bring.

- SET-UP

A copy of the permit should be posted at the site along with reserved signs for each table. This should be done as close to 2 o'clock as possible, but setting-up doesn't really need to start until 4ish.

1. Clean the shelter area and pick up any litter on the grounds.
2. Put tablecloths on the tables.
3. Put pop and water in the coolers to chill.
4. Set out the plates and cutlery
5. Prepare the BBQ "pit." Clean of ashes, clean grate. Get ready to start coals at 5:40ish.
6. Check the bathrooms for cleanliness and supplies.

- THE PICNIC

The BBQ chef is the heart and soul of the picnic, make sure he/she has everything they need.

Hot dogs should go on a little before 6.

Have a crew that makes sure the plates, etc. don't run out. This crew can also pick up and clean up as the picnic progresses, just to make the clean up at the end easier. ENJOY!

- THE CLEAN UP

1. Clean up all trash.
2. Don't bother to save the tablecloths
3. Separate the recycling and put in its own bag.
4. The bags can be left next to the cans. The park will pick them up.

- STORAGE

Take an inventory of what you have left and file it with the picnic file folder so we'll know what we need the following year.

TMSS PICNIC PROCEDURE – SUPPLIES

TOOLS TO BRING

check	ITEM
	Broom and dustpan
	Staple gun and lots of staples
	Hammer and small nails
	Paper towels
	Screw driver – multi-head
	Felt tip markers – big and small
	Spray cleaner

BBQ

check	ITEM
	Wax starters
	Charcoal
	Tongs
	Lighter
	Grill brush
	Cleanser
	Hot pad mitts
	Aluminum ash pans (2)

PLATES, CUTLERY, ETC.

check	ITEM
	Plates (3x number of people)
	Forks (3x number of people,) Spoons (2x,) Knives (1x)
	Bowls (1x number of people)

	Cups – 12 to 16 oz. size (2x number of people)
	Napkins (4x number of people)
	Tablecloths (enough for each table, the food tables, and table with plates, etc.)

MISCELLANEOUS

check	ITEM
	Name Tags
	Singalong sheets
	Decorations (crepe paper, balloons – whatever the budget allows)
	Coolers – 3/4 with 6 – 8 bags of ice (Should be there for set-up so pop can chill)

TMSS PICNIC PROCEDURE – FOOD

Members sign up to bring: Side Dish/Salad or Fruit/Desert

MSS provides: hot dogs, veggie burgers, and drinks

FOOD LIST

check	ITEM
	Hot Dogs – Kirkland’s Best from Costco (enough for 1 per person plus 15)
	Hot Dog Buns – the large Hoagie kind (enough for 1 per person)
	Veggie Burgers – 1 package of ? (maybe one or three will be eaten)
	Hamburger buns for Veggie Burgers – 1 package of same number
	Ketchup, Mustard, Relish (triple set can be purchased at Cash & Carry)
	Sauerkraut & Dill Relish (optional)
	Pop (6 2-liter bottle,) sparkling water (2 2-liter,) water (package of bottles – 24?) This is for 70 people and we had some left over.

CLEAN UP

check	ITEM
	Garbage Bags
	Gloves
	Paper Towels