

Country Fair Cookout Timeline

Early September

1. Call Wilson Properties and confirm use of Courtyard at Continental Mall. [Roxanne Aiken 625-5005] See if vacant room is available near cookout to store items. Confirm entertainment with Wilson Properties.
2. Arizona Family Restaurant and arrange for brats, baked beans & potato salad. [Sue: 625-3680]
3. Safeway and arrange for buns & cookies (*Large Chocolate Chip*)
4. [Alan Anderson 625-7283]
5. Have Mitch Salyers update banner at Lucas Signs [Karen, 393-3321] She is located in Carmen, 1.4 miles from Tubac. Banner is in storage.
6. Inventory storage locker and make shopping list. Get key from Jim Nelson.
7. Confirm with Green Valley Realtors Association that we can use tables and chairs from upstairs conference room.
8. Have Mitch Salyers arrange public service announcements re: KGVY and Kathy Simpson work with Green Valley News for ad's.
9. Set menu and price.
10. Contact Father Mike to get tickets printed.
11. Have flyers printed and distribute first of October.
12. Contact water vendor and arrange for drinking water and ice. Water Maid-Drew Donahue, 625-4454.
13. Have Jim Mack, Treasurer, get Temporary Food Permit from Pima County.
14. Contact Continental School Interact Club, PTC, other (?) for help setting up.
15. Contact Dave Appleton to make arrangements to get grill from fire department.

Early October

1. Confirm dates and times with all vendors.
2. Get updated banner to Wilson Properties. They will hang banner.
3. Distribute tickets to members.
4. Start sign up sheet for volunteers for set up, serving (2 shifts) and take down. You will need lots of help for takedown.
5. Shop for needed supplies.
6. Wrap utensils in napkins (500 sets).

Week Before

1. Confirm with all vendors
2. Finalize volunteer list.
3. Arrange for beverage containers from Wilson properties (for coffee and lemonade)
4. Get key (or make arrangements with custodian) for conference room from Wilson Properties

After

1. Collect money for tickets or tickets not sold
2. Return keys to Wilson Properties and Lawyers Title
3. Pick up Banner from Wilson Properties
4. Return supplies to storage room
5. Send out "Thank You's"
6. Prepare final report