

**Gratitude Dinner**  
**November 2, 2024**

**GRATITUDE DINNER EVENT SUB COMMITTEE RESPONSIBILITIES**

Listed below are the various sub-committees needed for the Gratitude Dinner. Following this list are the committee responsibilities to be given to the chairperson of the committee. The events committee is happy to answer any questions the committee has or support them in any way.

1. EVENT CHAIR PERSON / EVENT CO-CHAIR
2. FOOD/SHOPPING COMMITTEE
3. DECORATING COMMITTEE
4. REFRESHMENTS COMMITTEE
5. FOOD SERVERS COMMITTEE
6. RAFFLE COMMITTEE
7. TICKET SALES COMMITTEE
8. COFFEE COMMITTEE
9. GREETERS COMMITTEE
10. DESSERTS COMMITTEE
11. 7<sup>TH</sup> TRADITION COMMITTEE
12. SET UP COMMITTEE
13. CLEAN UP COMMITTEE
14. SUPPLIES COMMITTEE
15. NO SMOKING COMMITTEE
16. CLOTHESLINE COMMITTEE

## EVENT CHAIRPERSON

The purpose of the Event Chairperson is to organize and recruit a team of people to plan and execute the event from start to finish. The chair person is the 'go-to' person for all other committee chairs. Responsibilities include:

- Recruiting a chair person for each individual committee
- Running the program and the meeting (get the program from the Events Committee Chair)
- Gratitude Dinner Event Chairperson, along with the District 6 Events Committee Chairperson are the contact for the event venue personnel; schedule and attend a walkthrough with the venue representative prior to the event so we are given specific instructions on how to get the keys for building, check in regarding set up and layout, clean up, kitchen and kitchen supplies access and any end of event instructions.
- Gratitude Dinner Event Chairperson along with the District 6 Events Committee Chairperson schedules the speaker – **(see speaker committee responsibilities)**
- Gratitude Dinner Event Chairperson, along with the District 6 Events Committee Chairperson contact District 6 committee chairs to see if they will participate in the event by having a table to represent their committee at the event and then comes up with a floor plan
- Scheduling the person to perform the invocation
- Scheduling the person to be the M.C. or take on the responsibility to be the M.C. for the event (or do themselves)
- Review the event master program with the M.C. if applicable
- Scheduling the person to do the count down at the event
- Scheduling people to read steps/traditions/promises, etc at the beginning of the event
- At the end of the event put podium away, make sure kitchen is clean, make sure all is cleaned and as we found it (or how church has requested it to be at the end of the night) and return keys

## EVENT CO-CHAIR

The purpose of the Event Co-Chair is to assist the event chairperson as needed.

Responsibilities include:

- Taking and distributing the meeting minutes
- Collecting committee chair contact information including telephone and email addresses
- Sending out reminders for meeting
- Scheduling the audio visual company for the speaker taping
  - Vision Audio – Jim and Marie Hoffman - mhoffman676@gmail.com
- Creating/Printing the event flyer and tickets (158 tickets sold in 2016- print 200)
  - Making copies of meeting minutes and any other documents that need distributing
  - Make up signs for the menu in case people have allergies

## FOOD/SHOPPING COMMITTEE

The purpose of the Food Committee Chair is to plan the event menu, purchase the food and supplies for the event for the number people based on ticket sales (there used to be a supplies committee but for 2017 event the food committee prefer to do all the shopping) and to recruit volunteers to prepare and cook the food on the day of the event. Gratitude Dinner ticket sales are approximately 250 tickets

Responsibilities include:

- **Verify the number of tickets sold prior to event**
- Recruit a cook to prepare the main course
- Recruit volunteers to prep the food, assist the cook and clean up the pans and utensils
- Must arrive at least 3-4 hours prior to the event opening
- Plan the menu and purchase the food
- Work with Servers committee chair to determine the portion size to be served
- All food staff **MUST** wear gloves and **MUST** wear hair nets
- Determine the cost per plate; stay within budget
- Go to the venue for the walkthrough with the Event and District Event Chair to review the kitchen layout and to determine if additional pots, pans and utensils are needed (purchase if necessary)
- Keep all receipts and a detailed list of quantities of items purchased; return unused monies to treasurer with receipts
- Package up any extra food at the end to be given to a local soup kitchen/homeless center

## DECORATING COMMITTEE

The purpose of the Decorating Committee Chair is to plan the theme of the event, purchase the centerpieces, come up with table names and recruit volunteers to assist with the decorating on the day of the event.

Responsibilities include:

- Arrive with 4-6 volunteers at First Presbyterian no later than 10 am (two hours before the event)
- Plan the event theme; provide choices to the event chairperson and committee members so that a vote can be taken
- Determine the costs; stay within budget
- Purchase the decorations/centerpieces
- Review table layout with chairperson
- Come up with table names or numbers for calling tables in an organized manner to food line ; provide the list of names to the chairperson
- Attend event venue walk thru to determine if additional supplies are needed
- Keep all receipts and a detailed list of quantities of items purchased; give to events treasurer on the day of the event to be reimbursed

## REFRESHMENTS COMMITTEE

The purpose of the Refreshments Committee Chair is to purchase the refreshments to be provided at the event and to recruit volunteers to assist with the sale of the refreshments at the day of the event.

Responsibilities include:

- Check with chairperson to see if there is any soda/water left from the last function
- Determine if venue has an ice machine or if we have to purchase the ice for the coolers; 1-2 bags of ice per cooler- We have 3 coolers in the locker
- Coordinate day / time to meet Event Chairperson to pick up the coolers from locker prior to the day of the event
- For Event (with 250 tickets sold) purchase 5 cases of water; 4 cases each of coke, diet coke, and sprite (The food committee may want to purchase all items- verify this and coordinate getting them)
- Volunteers must arrive with the coolers and refreshments no later than 4:30am ( 1 hour prior to the event); get the refreshments on ice ASAP
- Recruit 4-6 rotating volunteers to sell refreshments at the event
- Get seed money from the treasurer
- Keep all receipts and a detailed list of quantities of items purchased; give to treasurer on the day of the event to be reimbursed
- Turn over the money from sales to the treasurer at the event

## FOOD SERVERS COMMITTEE

The purpose of the Servers Committee Chair is to recruit volunteers to serve the food on the plates to the guests and to get the guests quickly thru the food line and back to their seats.

Responsibilities include:

- Recruit 6-8 volunteers to serve the food; have 2 teams to rotate out
- Volunteers should arrive at least 1 hour prior to the doors opening
- Have 2-4 runners (from cooks to serving area) to keep servers full; take turns
- Work with chef to determine the portion sizes
- Need to be FAST; get the people thru the line as quickly as possible
- All food staff MUST wear gloves and MUST wear hair nets
- Attend event venue walk thru to determine if additional supplies are needed and to determine if additional serving utensils are needed (purchase if necessary)
- When finished serving, clean up serving area and help cooks if needed.

## RAFFLE COMMITTEE

The purpose of the Raffle Committee Chair is to gather book donations for raffle; recruit volunteers to sell raffle tickets and to hold the drawings at the event.

Responsibilities include:

- Check with supplies committee chair to see if there are any raffle tickets left over from previous event; if not purchase 1-2 rolls of tickets
- Ask for raffle donations (i.e. books from groups)
- Recruit 4-6 volunteers to sell tickets at the event
- Volunteers should arrive 1 hour prior to the event opening
- Get starting cash from the treasurer
- Sell tickets **before** dinner; rotate volunteers out
- Get the gift certificates from the events treasurer for the raffle (2 for each event)
- Bring a large dry erase board to the event to post the winning numbers
- Hold the drawing during dinner; call out numbers and post on white board; winners choose their book
- Keep all receipts and a detailed list of quantities of items purchased; give to treasurer on the day of the event to be reimbursed
- Turn over the money from sales to the treasurer at the event



# TICKET SALES COMMITTEE

The purpose of the Ticket Sales Committee Chair is to work with the Events Committee treasurer to get the tickets printed for the event, dispense tickets to committee chairs, determine how remaining tickets will be distributed, track the tickets handed out, sold, and monies returned recruit it volunteers to collect tickets at the door the day of the event. Responsibilities include:

- Work with the events chairperson to get tickets printed for the event
- Tickets should say 'Contribution' NOT 'Donation' and should say 'Self Support Event' NOT 'Fundraiser' per GSO guidelines
- Gratitude Dinner ticket price is \$20
- Distribute tickets to the sub-committee chairpersons and the other ticket representatives. Be sure there are tickets available in each of the 4 counties. Establish with these trusted servants that they are to bring the tickets and any currently collected ticket money with them to the each district meetings prior to the event. This is so that tickets can be redistributed if necessary and that and ticket \$ can be turned in.
- Keep records and track who has tickets and how many tickets are sold. Use receipt book for any exchange of money and tickets.
- Give 4 tickets to the Gratitude Dinner Chair for the speakers and guest (FREE)
- Collect all ticket money; Keep all vouchers to be turned over for ticket payments. Be sure ticket reps understand that vouchers must be turned in for a ticket.
- Recruit 2-4 volunteers to collect tickets at the door Recruit one volunteer to take tickets at the food line
- Volunteers must arrive 1 hour prior to event opening for early arrivals looking for tickets to purchase
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed
- Turn over the ticket money to the treasurer at the event

## SPEAKER COMMITTEE

The purpose of the Speaker Committee Chair is to recruit two speakers with over 25 years sobriety be speakers at the event.

Responsibilities include:

- Find speakers who have entertaining stories
- Have the speaker sign the 'General Speaker Waiver' form and give to the committee co-chair
- Provide 2 FREE tickets for each speaker and their guest; get the FREE tickets from the tickets committee chair
- Speakers should be at the event 1 hour prior to the start of the event and check in with chair person
- Provide the name and home group of the speaker to the Co-Chair so that they can inform the audio people for the CD
- Make accommodations for speaker if they are out of town (provided that it's been approved by the committee chairperson)
- Purchase the speaker gift (up to \$50)
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

## COFFEE COMMITTEE

The purpose of the Coffee Committee Chair is to determine the amount of coffee & tea to be provided at the event and to recruit volunteers to assist with keeping the coffee pots full.

Responsibilities include:

- Recruit 6-8 volunteers to make, monitor and refill the coffee stations – rotate your volunteers
- Volunteers need to be at the park 1 hour prior to event to start making the coffee
- Determine how much regular and decaf coffee to purchase based on ticket sales (food committee will purchase for you in 2017)
- Bring extra extension cords in case they are needed
- Provide creamer, sugar, sugar substitutes and stirrers for the coffee (food committee will purchase)
- Provide baskets for trash for each of the 2 stations – (verify at the walkthrough where your stations will be and that the wastebaskets are available)
- Set up the coffee stations based on the event size; 4 stations for 300 or more guests
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

## GREETERS COMMITTEE

The purpose of the Greeters Committee Chair is to welcome the guests at the door upon arrival; provide name tags and to have them sign the big book to be given out during the event.

Responsibilities include:

- Purchase 300-400 name tags ( we have for 2017)
- Purchase 10-12 markers for guests to use to write their name ( we have for 2017)
- Purchase a Big Book for guests to sign when they arrive
- Recruit 4-6 volunteers to assist at the day of the event
- Volunteers need to be at the event 11am (1 hour prior to the event opening)
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

## DESSERTS COMMITTEE

The purpose of the Desserts Committee Chair is to recruit volunteers to portion out the desserts into individual servings at the event.

Responsibilities include:

- Recruit 4-6 volunteers to cut, slice or spoon desserts onto individual plates or in bowls
- Volunteers need to be at the event at 11am (1 hour prior to the opening)
- Purchase if necessary or bring to the event: serving utensils; cake cutter; knife; pie spatula; etc.
- Purchase 200 dessert plates (we have for 2017)
- Bring rags/paper towels to wipe your serving utensils as you are cutting and plating
- Attend event venue walk thru to determine where dessert table will be placed
- determine if additional serving utensils are needed (we have in the locker 4 pie/desserts spatulas but bring additional items for yourself)
- All food staff MUST wear gloves and MUST wear hair nets
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

## 7<sup>th</sup> TRADITION COMMITTEE

The purpose of the 7<sup>th</sup> Tradition Committee is to recruit volunteers to be sure that the 7<sup>th</sup> tradition basket reaches each table at the event. Responsibilities include:

- Recruit 5-6 volunteers
- Be sure we have baskets or other collection item to pass around at the event
- Be aware of the time in program when the 7<sup>th</sup> tradition is to occur and prepared to walk around with the baskets at that time during event

## SET UP COMMITTEE

The purpose of the Set up Committee Chair is to recruit volunteers to arrive early to the event to set up the tables, chairs, table covers and wrap the utensils. Responsibilities include:

- Recruit 8-10 volunteers to arrive early to set up the tables, chairs and to put on the table covers
- Volunteers should arrive no later than 2:30am (3 hours prior to the event) to set up the event
- Set up the tables & chairs if necessary (check with venue to see if they do it)
- Set up 3-4 tables for coffee & tea
- Set up 2-3 tables for ticket sales and greeters
- Set up 4-5 tables for desserts
- Set up 4-6 tables for Grapevine; Archives, Literature & PI
- Set up 2-3 tables for Vision Audio
- Place table coverings on all tables (we have for 2017)
- Place plasticware, napkins, and all condiments (check with the cooks regarding items)
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed\*

## CLEAN UP COMMITTEE

The purpose of the Clean Up Committee Chair is to recruit volunteers to stay after the event to clean up and break down the tables and chairs.

Responsibilities include:

- Recruit 6-8 volunteers to clean up after the event
- Purchase at least 50 large trash bags
- When food committee is done cleaning the kitchen, check and see if anything is missed to be picked up
- Clear all of the dinner tables
- Take out ALL the trash to designated area
- NOTE: church personnel are paid to do the final clean up
- Get a hold of the church clean-up crew early in the planning stage to make sure they are available on the night of the event
- Get church clean up staff to lock up
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed



## SUPPLIES COMMITTEE

The purpose of the Supplies Committee Chair is to purchase supplies in bulk that are needed for the event and to bring them to the event.

Responsibilities include:

- Checking with each committee chair person to see what they need and if they want the supplies chairperson to purchase their supplies
- Purchase the supplies for the event
- Bring the supplies in the locker and that have been purchased to the event no later than the cooks or set up committee are scheduled to arrive
- Recruit volunteers to assist with bringing the supplies to the event
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

## NO SMOKING COMMITTEE

The purpose of the No Smoking Committee Chair is to create signs to be posted at the event for designated smoking areas and to recruit volunteers to monitor the area.

Responsibilities include:

- Recruit 2-4 volunteers to assist setting up the smoking and non-smoking areas
- Purchase Smoking and No Smoking signs to post at the event
- Purchase 2 flower pots or get coffee cans to use as ash trays in the designated smoking area
- Keep all receipts of items purchased; give to treasurer on the day of the event to be reimbursed

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