

Fulton Heights Community Picnic Planning Guidelines

Usually held Sunday prior to opening of school at Centennial Park, 6 PM

Need one coordinator who will delegate various tasks.

Three weeks prior:

Contact Salisbury Parks and Rec for permit. No fee, but paperwork required.

Arrange for loan of large beverage containers from St. John's; ask to use ice.

Arrangement for loan of tables (Six 8 ft. tables and Two 6 ft. tables) from Maupin Avenue Presbyterian Church. Arrange for door to be open.

Arrange for use of electricity from house next to park.

Arrange for entertainment – Steve Harrell (banjo, guitar), others. People from neighborhood.

Arrange for Board Member to bring name tags, pens, sign-in sheets, promotional information.

Arrange with Board Member to make announcements, to staff the sign-in table, to welcome guests

Arrange for 3-4 people to help with clean-up.

Monday/Tuesday prior:

Put up signs (total of 12) on Heilig, Maupin, Mitchell, Wiley, Elm. Keep a list where put up.

Put one in each of medians on Mitchell.

Put two at the park – one to be read from Stanley; one to be read from Wiley side.

Contact individuals on other streets (eg: block captains with good visibility in their yards):

Potential:

Maupin: Shue; Hoy

Wiley: Williamson

Elm: Gray; Craig

Heilig: Ellenburg

Few days prior:

Purchase drink mix (lemonade/orange). Purchase paper plates, plastic "silver", paper cups. Check for supplies left from year before. Go to park and just look around. Pick up if necessary.

Post invitation on neighborhood web site and FH Facebook page; repeat invitation on Saturday.

On day of picnic:

Check the weather! Post cancellation notice on Web Site and Facebook by 4:30 PM, if necessary.

Pick up ice and beverage containers from St. John's. Fill two one-half full with ice. Fill one half-full with water. (there is not water at the park).

Pick up tables from Maupin Ave. Presbyterian Church. Need pick-up truck and some helpers. Tables are set to right side of park area, with two tables near bulletin board for sign up.

Bring enough extension cords to run from neighbor's house to park. Used for microphone for entertainment.

Bring a couple large garbage bags.

Do a count of attendees.

After:

Clean up everything (bring sponges, cloths, water)

Return tables, clean

Return drop cord

Take down signs.

Write thank you notes as appropriate.

Make a brief report to the FH Board of directors; turn in any bills.