Parents Club June Luncheon Report 2014, Chair
Nancy Hardesty, chair

At the home of
Nancy Hardesty and John Parker
69 Santiago Ave.,
Atherton, Ca. 94027
June 10, 2014

Committee:
Nancy Hardesty
Marcia Hansen
Tina Morris
Barbara Takahashi
Suzette Brown
Jeanne Harvey

Planning & Preparation
All planning for this luncheon was handled by emails, rather than meetings. This seems to be the new style. But I feel that having meetings, especially when committee members are new, allows for a chance to get to know the new members. This does not happen when committee members meet five minutes before people arrive for the event. There were no new members on this committee, but this should be kept in mind. The planning meeting allows new members to integrate...

The following is a synopsis of the planning and execution of the plan for the June luncheon from past reports

Publicity and communication needs:
• ‘Save the date’ information was included in the president’s monthly email beginning in March.
• A plan was developed to announce event & distribute flyers at the April & May club meeting. A sign-up clipboard at meetings and email invitations from Google Groups sign-up & RSVP system began after the mid May evening dinner meeting. Members were asked for their name, phone number & email. Members were asked to bring salads, fruit, entrees or dessert to serve 8. We asked for set-up, clean-up & hostess volunteers. We requested that Suzette Brown make name tags for everyone
• Marcia Hansen updated the board regarding the event & send past presidents’ invitation, which included the event information but omitted a request for potluck dish.
• Barbara Takahashi coordinated the RSVPs and food offerings from the clipboard and Google Groups and organized them into a spreadsheet with columns for name, email, phone, past president, entrée/salad, dessert, comments, set-up, and clean-up.
• Barbara passed along the names of past presidents to Marcia Hansen president, who passed them along to Suzette Brown for name tags, and to Nancy Hardesty for total seating and shade coverage at luncheon.

Roles of people on committee:

• Tina Morris was in charge of the flowers.
  ○ She purchased a minimal amount of flowers & ‘hardware’ for the corsages.
  ○ Tina and Nancy Hardesty used flowers from Nancy’s own garden and flowers from Tina for the centerpieces.
  ○ Nancy used her own vases and some containers which didn’t need to be returned. Unsold flowers were given to past presidents at event’s end.
  ○ Barb Takahashi updated Tina regarding the amount of corsages needed as RSVPs arrived and confirmed numbers the week prior to the event.

• Marcia Hansen was in charge of purchasing paper items & procuring beverages & beverage dispensers, keeping in mind the club’s desire to ‘go green’. She mostly used leftover items she had at her house from other club events.
  ○ As this is the final event of the year, we inventoried remaining paper goods then purchased no supplies. And Nancy Hardesty supplied china coffee cups.
  ○ It was decided to lead with a red and white theme because Nancy has red tablecloths for ten tables.
  ○ We used paper plates supplied by Marcia.
  ○ It was decided to use the available plastic utensils then toss them verses wash & reuse them as usual. Eventually the club will use only biodegradable utensils.
  ○ Nancy purchased milk, half and half, sugar, coffee, and made coffee.
  ○ Marcia purchased iced tea and lemonade
  ○ Marcia supplied the bottled water from the club’s supply

• Nancy Hardesty used chairs, tables, and tablecloths from her house.
  ○ 10 6- foot tables were used, some were set up two together.
  ○ Nancy Hardesty used red tablecloths which she had and was willing to wash after the event.
A tall folding table with black flowered tablecloth, also Nancy's, was used for the cold beverages. Nancy provided the garbage and recycle bins.

- Jeanne Harvey was in charge of placing balloons along the road to designate location of the party. We used red and white balloons, three at street, and three at back terrace.

**Event Plan**

**Action plan for the week before the event**
- Tabulate RSVP data as outlined above
- Call or email guests to remind them of & gather excitement for the event, remind them of the dish they are bringing and accept declined RSVPs
- Communicate past president information to president for name tags and to corsage makers
- Communicate with committee members regarding assignments, procurement of assigned items, & confirm guest numbers regarding amount of seating, plates, beverages, etc.
- Choose and ask a member guest who knows past presidents well to be greeter who pins corsages on past presidents.

**Action plan for the day of the event**
- Set Up
  - We met at 9:30 AM to set up
  - Tables, chairs and cloths were arranged on Nancy's back terrace. She had six umbrellas and a large shade structure, so everyone sat in shade.
  - A couple of flower bouquets were placed on each table
  - A medium flower bouquet, stick-on name tags, sharpies & waste basket were placed by the entrance door. Tina Morris manned this table and helped former presidents find corsages.
  - Corsages for past presidents were arranged on a silver tray with the name tags in alphabetical order and placed by the entrance door
  - The buffet was set up in Nancy's dining room to accommodate 2 buffet lines on either side of the center table and desserts on a side table.
  - A large flower bouquet was placed on the dessert table.
Hot beverages were set up on a small buffet in the dining room. The coffee was started to accommodate the meeting time before the lunch.

Cold beverages were set up just outside on the terrace. Ice tea & water with lemon slices were served in beverage dispensers with spigots.

Recycle and garbage containers were strategically placed and labeled.

Committee members were given assignments: greeter, buffet coordinator, food allergen sign markers.

Committee members need to be given clear assignments and told to stay at their jobs until all are served. This did not happen at our event. People left their jobs and Nancy Hardesty worked throughout the meals helping late arrivals with food, etc.

• Arrival of Guests
  ○ Guests were met at the door, given name tags & corsages as appropriate, food was taken to the dining room, with savories on the center table, and desserts on the side tables.
  ○ The business meeting was held in the living room, then guests were invited to the buffet

• Program
  ○ After lunch Club President Marcia Hansen conducted the program for honoring of past presidents, review of the year, thank you to outgoing officers and installation of incoming officers.
  ○ Our hostess, Nancy Hardesty, was thanked during the program.

• Clean up
  ○ Nancy Hardesty provided kitchen help during and after the party, so members did not have to do these tasks.
  ○ Nancy Hardesty handled removal of chairs and tables after the event.
  ○ Flower bouquets were sold or given to past presidents.
Budget Notes

Costs were submitted for past president invitations and other items.
Tea $6.20
Ice $22.76
Invitations and stamps $ 15.35
Total June Luncheon Expenses $44.31 (Budget is $300.00)

All flowers and supplies were donated by Tina Morris and some flowers, chairs, tables, and tablecloths and kitchen help were donated by Nancy Hardesty. (this saves about $300, or $350 including flowers!)

Jeanne Harvey donated the balloons.

Rentals, although not needed for this June event are gotten from:
Classic Party Rentals [www.classicpartyrentals.com](http://www.classicpartyrentals.com) 1635 Rollins Rd.#A, Burlingame, CA 94010 650–697–0300. This was not used. Rentals are about $300)

Respectfully submitted: Nancy Hardesty  650 473 9042, [nancy.hardesty@gmail.com](mailto:nancy.hardesty@gmail.com)