

# PARTY/ACTIVITY LEADER

For all events/activities.....

1. Determine the event
2. Set a date and place
3. Determine a budget

Obviously, if all that's being planned is a TGIF, or something casual, it's just a matter of setting a date and place, then promoting the event/activity to get people to attend.

An event such as the Membership Party, Seafood Party, and the Chocolate Party, requires much more detailed planning.

## SELECT THE EVENT:

Determine the event.

Review calendar dates and begin checking venues for the party.

Once a venue has been selected, on the desired date, begin negotiation of the contract for that event.

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## MEMBERSHIP PARTY

### MEET WITH HOSTS:

Contact the event planner at the particular venue to schedule a meeting.

Plan the time of the event per the availability of the venue.

Determine the costs involved...

...Do we provide food and beverage?

... Food only?

...Beverages only?

...Is there a refundable deposit or cleaning fee required?

...Room charges in excess of food costs?

...Extra insurance coverage needed for beer/wine consumption?

...Budget to purchase door prizes or donations only?

...Speakers available? (Charge or no charge)

### PROMOTION:

Prepare an article for the newsletter and begin promoting the Membership Party.

Will there be guest speakers in attendance? Promote them.

Raffle prizes? Seek out donations for the prizes and promote those prizes.

PACRAT Signup available at the party? Promote that.

Trip signups at the party? Promote them.





# CHOCOLATE PARTY

1. Determine the venue
2. Set a date and time
3. Determine a budget

## SELECT THE VENUE:

Contact the host/hostess to schedule the party.  
Plan the time and date of the event

## PLAN THE MENU:

What will be served besides the chocolate deserts?  
Contributions from attendees?

## PROMOTION:

Prepare an article for the newsletter and begin promoting the event  
RSVP's to host or Activity Chairperson

## WEEK OF PARTY:

Shop for any additional food and/or supplies needed for party (soft drinks/bottled water, paper plates, napkins, plastic ware, decorations, etc)  
Purchase prizes for the desert competition: Most Chocolaty, Most Decadent, Lightest desert

## DAY OF EVENT:

Plan at least 1 game to get attendees involved (word games, scavenger hunt, ....)

***NO NIBBLING BEFORE JUDGING....***

Secure 3 judges to assist in judging the desert competition

Each judge must sample ALL deserts for the various categories and determine winners

Award prizes

**EAT AND ENJOY!**



# SUMMER PICNIC

1. Determine the venue
2. Set a date and time
3. Determine a budget

For the past several years, the picnic has been held in mid to late August, at Sellwood Park. Typically, the Portland “Bridge Peddle“ is around the same time, so if you plan the picnic for a Sunday, keep this in mind, when planning for an August picnic. However, Saturdays work just fine, too (and you aren’t competing with the Bridge Peddle).

We have had the same picnic area each year....Area #A. This is the area closest to the tennis courts, and allows for people bringing in supplies and barbecues to drive in to drop off those items off. There is NO parking in the park, however. We have, in past years, reserved one of the ball fields (extra \$75), but have found that not that many people want to play ball, so we keep the costs down by leaving that out of the mix. Here are some general reminders of things that must be done prior to Picnic Day, if Sellwood Park is to be the venue.....

## SELECT THE DATE AND TIME:

Call Portland Parks and Recreation to secure the park. ...whether that be Sellwood Park, or any park in Portland. The sooner you can make the reservation, the better. They have all of our club information on hand, so it makes it easier to reserve it. They will accept payment by phone via a VISA or Master Card and you can be reimbursed by the club for that expense. The cost is typically around \$55-\$65. The area is available from 9 a.m. until dusk.

## PLAN THE MENU:

What will be served? (hot dogs have been the main menu item and are a huge hit)  
Barbecue grill(s) required? Who will provide and man it/them? (We’ve tried to use 2 so that we can have more than 1 item, or kind of item cooking at a time)  
Potluck dishes from members attending

## PROMOTION:

Prepare an article for the newsletter and begin promoting the event.

## WEEK OF PARTY:

Shop for any additional food and/or supplies needed for party (soft drinks/bottled water, paper plates, napkins, plastic ware, etc)

## DAY OF (OR 1 DAY BEFORE) EVENT:

Obtain coolers/tubs and enough ice to keep food & drinks chilled  
Set out garbage cans and have separate spot for recycle (bring extra garbage bags)

## **PARTY ON!**



## HIGHWAY CLEAN UP

Mountain High has the 2 mile stretch of Highway #26 from Milepost #51 to Milepost #53. This is approximately from the historic marker going up to Mt. Hood, to just beyond the east end of the Ski Bowl Parking lot. By agreement, we can clean up the highway up to four (4) times per year, but have been doing it twice yearly....once in mid to late June (depending upon the weather) and once again in October since we began cleaning up in 2010. This is typically what the groups do. Schnee Vogeli has the 2 mile stretch beyond us, and Skiyente has the next 2 miles. Sometimes we are up there at the same time as one of them.

### SELECT THE DATE AND TIME:

A Saturday in mid to late June, with a start time of 10 a.m. gives ample time for clean up which usually lasts for about 2 hours. The June clean up may take a bit longer, due to the heavy traffic during the winter months thus more garbage being thrown out.

Contact the Highway Department (503-272-3232) to alert them of the date of clean up.

### PROMOTION:

Prepare an article for the newsletter and begin promoting the event.  
Gather list of members who will participate. (10-12 people is plenty)

### DAY OF EVENT:

From the Highway Department roadshack, located at the bottom of Timberline Road, (the first building on the left when turning into the highway department complex) pick up supplies. From the cupboard on the porch, pick up:

- “litter pickers’ (or bring the ones owned by Mt. High), reflective vests for each person (or as many as are available)
- 2-3 bags per person (more needed in June)
- Road signs to be placed on the highway at Milepost #51 and #53.
- A blank assignment sheet should be hanging on the clipboard on the wall next to the cupboard. This will be used to complete and sent back to the Highway Department.

Meet in Ski Bowl parking lot to assign participants an area of clean up. What works best is:

- 2 people (one on each side of road) to begin at Milepost #51 to work UPHILL to #52
- 2 people (one on each side of road) to begin at Milepost #52 to work DOWNHILL to #51
- 2 people (one on each side of road) to begin at Milepost #52 to work UPHILL to #53
- 2 people (one on each side of road) to begin at Milepost #53 to work DOWNHILL to #52

If additional people show up, team them up to work with another person. The “truck pullout area” across from the entrance to Ski Bowl is always a mess. It works best to have 2 people work this particular area, or 2 teams to work together to clean that up. Then, they can separate and continue to do their own side from there. Tie bags off as they fill up (can combine bags together as they get heavier) and leave along the highway. Large items: tires, car parts, etc. can be left against side of road.

Each person is to keep track of how many bags they fill. This info goes on the sign-up sheet, along with each participants’ name. This can be emailed or mailed to the Highway Department:

[marlene.t.nichols@odot.state.or.us](mailto:marlene.t.nichols@odot.state.or.us).

### LUNCH ON THE CLUB:

Meet at Mt. Hood Brewpub or other place for lunch on the club for all your hard work! ~ ~ ~ ~ ~ ~ ~ ~ ~ ~