

# Ideas for Change

Run chairmanship the same as a Pancake Day. The incoming President Elect will chair Oktoberfest each year with the Vice President being under-chair & taking over the next year. For the 2009 Oktoberfest, Vern Gray will be the incoming PE, with whomever we elect in the spring as the VP under-chair.

This will provide the same two year experience as Pancake Day. With the proper working committees in place, it should pretty much run itself just like Pancake Day. The events are 6 months apart, so there is no overlap of planning. This will also prevent event coordinator burn-out.

## Suggestions for Committees & Responsibilities:

- Booth Committee
  - Maintenance & repair of the booth & tents prior to event
  - Rent or buy tents if needed, including Key Club tents
  - Maintain booth lighting, electricity, etc.
  - Determine need for work & serving tables & chairs
  - Signs
  
- Setup & Takedown Committee
  - Coordinate Kiwanis trailer to & from event
  - Possible setup on Saturday morning before event?
  - Booth lighting, electricity, table placement, signs, etc.
  - Takedown Saturday night/Sunday morning
  
- Food, Drink & Supplies Committee
  - Determine menu & pricing (info to signs)
  - Coordinating Key Club Drink tents
  - Order sausages, buns, legs, sauerkraut, etc.
  - Order wraps, chips, napkins, mustard, ketchup
  - Order soft drinks, water & apple cider, etc. (coffee?)
  - Obtain keg beer for cooking (1½ kegs – 15.5 gal/ea)
  - Determine if additional equipment is needed
  
- “Day Of” & Finance Committee
  - Coordinate sign-up sheets to Kiwanis & Golden K
  - Operation of the booth the day of the event
  - Coordinate the booth traffic flow for volunteers & customers
  - Answer questions & make “day of” decisions
  - Avoid wasting inventory near end of event
  
  - Coordinate food or money donations – seek sponsorships
  - Pay vendors (some need to be paid prior to event)
  - “Day of” money deposits and/or safe
  - Create Oktoberfest spreadsheets/cost analysis, etc.
  - Report finances of event to both clubs in a timely fashion

- Cooking Committee
  - Determine cooking procedures or changes, including booth arrangement
  - Determine equipment involved with cooking & serving
  - Arrange for propane, borrowed turkey cookers, chaffing dishes, sterno , kraut cooking pots, food processor
  - Aprons, towels, hot pads & oven mitts
  - Wash each cooking or serving pot or tray prior to Oktoberfest
  
- After Event Committee
  - Insure refrigeration or storage of unused food and supplies
  - Coordinate return all unused food and supplies
  - Clean equipment & wash cooking/serving vessels & aprons, etc. after event & return cleaned equipment to Kiwanis trailer
  - Return rented tents and or equipment
  - Report return credits to “Day Of” & Finance Committee