

VAN ZANDT COTTAGE
Ways and Means Committee

MEETING
TUESDAY, SEPT. 13, 2005 - 9:30 AM
GENTLING STUDIO
4928 BRYCE

August 20, 2005

Dear Committee:

Well, a lot has been happening regarding the party at the Gentlings' studio. I want to catch you all up to date and set a meeting so we can look over the location and finalize any details.

Facts:
Date: Thurs., Oct. 6
Time: 6:00-9:00 PM
Budget: draft attached
Sign-up: draft attached

The Executive Committee asked to do the invitation. Alison Aldrich did a wonderful image of the cottage, and the invitation is at the printer's as we speak. Barbara Van Gorder has worked very hard to put together a mailing list. She has also taken on doing a newsletter. She would like both the newsletter and the invitation to be hand-addressed, so if any of you can help her, please let her know.

Jane Korman and I have taken on doing the food at cost so we can maximize the net profit. We will hire servers for the party, but I will ask each of you to be there early and help with set-up.

The Executive Committee also wanted some kind of display that night. Judy Alter made a good suggestion of a brochure, and she is working with Ann Kinscherff on the content, and then Judy will have it printed.

Ann Kinscherff has offered to furnish the flowers, and I know she has already talked to Jim Irwin about that.

Barbara Van Gorder has donated a Gentling lithograph from a watercolor. The estimated value is \$350. We will have a silent auction that night, and I would like for one of you to handle it.

The planned arrangement is: 4 60" tables in the studio, ecru tablecloths to the floor
6 30" or 36" tables in courtyard area, same cloths
60 natural wood chairs – more than needed for tables
7" clear glass plates
6-oz. glass wine glasses
14-oz. glasses for water/soft drinks
2 bars – one in studio; one in courtyard
paper beverage napkins

We will serve white and red wine, water, and soft drinks. The food will include inside round, carved as served with rolls, sesame chicken, a cheese tray, a vegetable tray, a dip, and a sweets tray—probably small brownie squares and lemon squares.

Some food and drink will be allowed inside the house, but NOT red wine. We will need a sign at each of two locations saying: "No red wine beyond this point, please".

We will have parkers that night. That is being underwritten.

If I have forgotten anything or if you have questions to address before our meeting, please call me. 817-738-6769

Thanks so much.

Malinda