

Party notes - 9-13-05

Reduce 36" tables from 6 to 4

Use glass top table w/ 4 chairs already there

Use 2 in SW corner

Use 1 along east side at south end

Use 1 along east side at north end

Reduce 8' tables from 6 to 5

Use metal table with slate top for bar at NW corner

Use 1 for back-up to bar at NW corner

Use 2 for bar in studio

Use 2 for food service

We need a screen to block NE corner of courtyard - Ann will check with Jim Erwin
Move:

2 yellow chairs in studio will be moved to step-up area in north end of studio
2 wing back chairs and table from west studio wall to east studio wall

Wrought iron chair move from east courtyard wall to north walkway between
Columns

Harpist will arrive at 5:45 and set up in NE corner of courtyard

Malinda will bring votives for tables - *Ann using yellow ones* HOW MANY PER TABLE?

Jane has done drawing of set-up and will make copies for me

Ralph will be out of town Sept. 26, back on Oct. 4.

FOOD:

Jane: layered dip w/ veggies
Singapore dip
w/ Doritos

Malinda - chafing dish

Malinda: cheese ball
w/ Breton crackers and flat bread
inside round
w/ rolls
cutting board
3 spreads
Sesame chicken
Toothpicks
Dessert tray (brownie bars, lemon bars)

Jane - wooden bowl

Check 7 PM
done
He has no screen
He will see if he can hang picture
She will bring a platform
Ralph says there is a table we can use for
(brochures) new entry
I will bring easel for silent auction print

Also on table: glass plates
Beverage napkins - ivory
Tall flower arrangement

Plan on food for 200

Beverages: Jane will check w/ Robert about wine - L'Epayrie white and red

Wine - 20% won't drink, so 160 will drink

Plan on 2.5 glasses ea. = 400 glasses

72 glasses per case = 6 cases

Figure 4 cases white, 2 cases red

Water - use pitchers of tap water

GET PITCHERS

Soft drinks - Coke, Diet Coke, Ginger Ale

Ice

HOW MUCH DO WE NEED?

24 ea bar 24 ea bar 12 ea bar

Committee:

* We need 4 large ice chests
* Call me if you have one & take it
Over on Wed. 10/5

Ralph

Table for brochures

Table for silent auction sign up

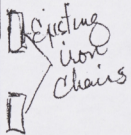
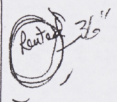
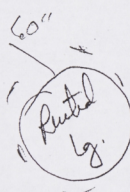
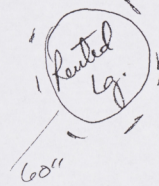
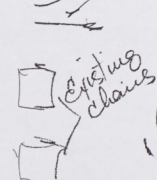
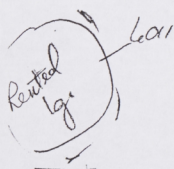
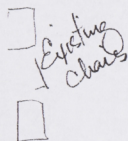
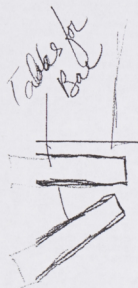
* Bid on Gentling

We will put wine in kitchen fridge - OK?

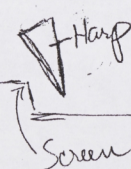
Malinda

Ralph Carr leaves Sept. 26/57
returns Oct. 4

200 people



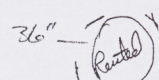
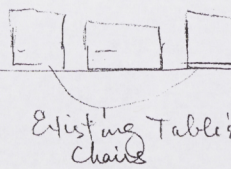
Fountain



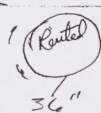
Existing Table & chairs

LAWN

Iron Bench



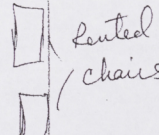
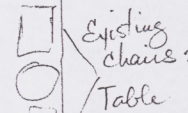
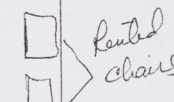
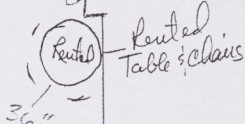
Rented Table & chairs



Fireplace

FOOD

FOOD



Existing slate table for bar

More Bks