

# Pig Roast and Wine & Beer Tasting Event Planning Guide

*by Beth Buchanan, OH Liaison*

1. Pick the location and date and time
  - a. Donated space in a nice setting is ideal
  - b. 3pm – 8pm (to avoid cleaning up in the dark)
  - c. Setup online registration via your Chapter
  - d. Keep a list of all registrants so emails can be sent closer to the date to remind and to give last minute updates.
2. Set a fundraising goal
  - a. Estimate expenses and set goal to raise \$X above expenses.
  - b. Brainstorm sponsorship ideas (to cover expenses)
3. Entertainment/activities
  - a. Line up live entertainment and a sound system
  - b. Find emcee for event - a passionate voice for your Chapter, STdT and the TREE Fund.
  - c. Decide on other activities: Silent Auction? Heads/Tails Raffle? Table where people can buy 'gently used' STDT jerseys and cycling jackets? Tours of venue (if you're at a nature preserve or arboretum, etc.)?
4. Paperwork and signs
  - a. Design Save the Date cards to use at industry meetings and at the Chapter Conference. Send out a Save the Date email on the first day of Spring.
  - b. Create registration form
  - c. Create sponsorship form
  - d. Create 2 or 3 signs for event to direct people to right place at venue.
5. Cooking the pig and side dishes
  - a. Find out about County Health Department regulations and permits for events.
  - b. Find a chef/committee for food
6. List of tasks prior to event
  - a. Get certificate of insurance from Chapter
  - b. Get liquor license for event
  - c. Buy or make food (Ohio's menu)
    - i. Drinks
      1. Beer –get it from a wholesaler if possible
      2. Wine – same
      3. Soft Drinks – I suggest Ginger Ale, Coke, Sprite and some small fruit drinks for kids
    - ii. Appetizers
      1. Nuts – two large cans
      2. Tortilla Chips
      3. Salsa – two large containers
      4. Hummus and Pita Bread (Whole Foods has large sizes of this that are reasonable)
      5. Vegetable tray with nice dip
      6. Cheese and crackers spread
      7. Other ideas
    - iii. Main Course
      1. Pig
      2. Brisket
      3. Potatoes

4. Vegetarian Vegan Entrée (quinoa, black bean, healthy tossed dish with cilantro, lime juice, scallions, corn etc)
  - iv. Desserts
    1. Two trays of Sam's Club cookies
    2. 2 boxes of small cupcakes
  - d. Buy supplies
    - i. Napkins
    - ii. Plates – heavy duty paper “chinettes” plates
    - iii. “Silver ware”
    - iv. Cups for wine and soft drinks
    - v. Coffee cups and lids
  - e. Set up tables and cover with tablecloths
  - f. Local wildflowers for centerpieces at each table
  - g. Set up tables for Silent Auction (does venue provide tables?)
7. List of tasks for volunteers/team members during event:
  - a. Registration Table – 1 hour shifts
  - b. Prepare an agenda for the work crew
  - c. Postcard size Evening Agenda for the guests might be a good idea so folks know when dinner starts, silent auction ends, etc.
  - d. Must have the party area cordoned off to designate where we can drink alcohol; use climbing ropes to mark the area.
  - e. Wine Table – need a lead person to run
  - f. Beer Table-2 people needed
  - g. Soft Drink Table – 1 person to be in charge and keep it organized, clean. People need to be able to see what is available.
  - h. Set up, monitor and close Silent Auction
  - i. Receive payments for Silent Auction – do this at Registration Table
  - j. Sell Raffle Tickets for Heads/Tails – have 3 people doing this
  - k. Serve food – need 8 people to help serve and guide people through the line
  - l. Clean Up

Contact Beth if you have questions on anything: [bethbuchanan@windstream.net](mailto:bethbuchanan@windstream.net)