

RAFFLE

- Take the raffle drum & raffle supply bag home
- Inventory the raffle tickets; you win want **lots** of different color raffle tickets
- ~2-3 rolls of each color raffle ticket
- Pick a theme if you like (cowboys, fairies, etc)
- Get at least 2 people to help you tear tickets Saturday night! Otherwise, your little fingers will be sore ..
- Raffle tickets are sold **5 tickets for a dollar**
- Start selling tickets ASAP on Friday
- The raffle is held after the Big Meeting on Saturday Night
- You and your helper(s) will call out the raffle numbers from the podium
- Keep the raffle moving. As soon as the announcer sees there is a winner, call out the next number (the natives get restless!)
- Have 1-2 people up there verifying the tickets
- Keep track of the raffle money & turn the money over to the treasurer Friday night for safe keeping.
- Empty the raffle drum & pack up the raffle supply bag Saturday night or Sunday morning (less time Sunday morning, though) for the incoming person to take home
- You count the money after the Saturday night meeting starts to determine the 50-50.

ARTS & CRAFTS

- Budget: \$75.00
- Arts & crafts are done on Saturday afternoon
- set up after lunch -- clean up before dinner Saturday night so the Lodge is ready for the Big Meeting & raffle
- You can organize whatever arts & crafts you like
- You are responsible for set-up & clean-up

DECORATIONS

*You are responsible for Decorating the Dining Hall & Providing balloons for the Birthday Celebration

- Incoming commitment takes home helium tank & decoration box
- \$100.00 budget (includes cost of filling tank)
- Decorations is primarily the Dining Hall, but you can decorate the Big Hall if you like!
- Clean up the decorations in the dining hall right after dinner
- Make sure all your decorations are cleaned up in the lodge Sunday morning before the spiritual meeting
- Sometimes the raffle & decoration committees keep to the same theme, but this isn't necessary or required

For the Dining Hall:

- 16 tables
- The helium is for the dining hall balloons, **not** birthday celebration

- Pick a theme
- Get volunteers to commit to help you (2 or 3 at least)
- *Inventory the box-use what you like**

For the Birthday Celebration

- Make sure you have roughly **100 birthday candles** and **100 (not fancy) balloons** (for birthday celebration on Saturday night)
- Give the candles to, chef Charlie in the kitchen before Saturday night
- Saturday afternoon you & your team will blow up approx. 100 balloons and put them in trash bags next to the stage;
- You will hand these out to "non" birthday people at the Saturday meeting
- You can start decorating after lunch on Saturday, but double-check with Charlie (chef) for specific time since she needs set-up time as well.

SPEAKER CHAIR

- Find an AA speaker & Al-anon speaker for Saturday night meeting
- Each speaker will speak for ~ 30-40 minutes
- Speakers may be a couple
- Speaker **chair** opens the Saturday night meeting with a 10 minute lead
- The main speakers do not pay for Camp

THE STORE

*there is a 20-25% mark-up from cost

- You will man (no sexism intended) The Store during it's normal operating hours of 8am-4pm
- Put out a sign-up sheet early on Friday afternoon & ask people to sign-up for 1 or 2 hour shifts. There are regulars who enjoy watching the store & will likely offer to help you or just show up: let them.
- **Open the store as early as possible on Friday**
- Camp Fashions (Camp Fashions will bring the stuff for the store) & snacks are sold in the store
- Fold the fashions as needed & keep the store tidy.
- Get the cash box from the treasurer; find out if you keep it the whole weekend or if the treasurer wants it back. Empty it out every once in a while, write down the amount you have, & give the cash to the treasurer.
- Last year's items go on sale (your call as to pricing)

CAMP FASHIONS

- Budget: \$1,500.00
- Mark-up: 30%

- Take home the last Camp's fashions-the previous chair packs them up, but if you help pack, then your inventory is right in front of you, and you get a quick idea of what gets ordered, what you have, etc.
- "Camp Fashions" -> sweatpants, sweatshirts, T-shirts (long & short sleeve) are the staples--then there are specialty items, like headbands, shorts - check with the committee members, take a group conscience, to determine what "extras" there should be; the ultimate decision is with you though
- We own the artwork (get the artwork: template from the previous Fashions chair), and you can order the "fashions" from whatever vendor you choose, however, we have used certain vendors with some success in the past; check with prior Camp Fashion Chairs.

GREETERS

- Greet people & cars at the Camp/Highway entrance (off the highway, that is)
- Greet people at the Main Lodge/Registration desk
- Check with Decorations to see if you can use some of their balloons

NAME TAGS

Provide:

- Markers
- Stickers (a large variety--this is a creative opportunity for some!)
- Nametag insert
- Vinyl holder with lanyard

Friday Afternoon

- Set up name tags & supplies in Main Lodge
- Clean up in the evening prior to the Big Meeting

Saturday Morning

- Set up name tags {again!} for the late arrivals, & keep available somewhere in the Main Lodge (check with Committee Chair)
- Clean up late Saturday afternoon

CAMP PHOTOGRAPHER

- Budget: \$150.00
- Take all Camp albums home. bring them to Camp
- Make a new Camp album for current Camp
- Take candid Camp photos
- Group photo is Saturday: 9:30 or 10:00 am*

*Contact person for group photo:

Michael Bates Photography Services & Gallery

909-338-2585

23762 Manzanita Ave

Crestline CA 92325

PUBLICITY/PROMOTION

**you should have or have access to a computer

- Design flyers for new Camp
 - 1) Who to contact for registration (Camp Chair & Registrar)
 - 2) Where to mail payments
 - 3) Dates of Camp
 - 4) Include website on flyer: **easydoesitweekend.com**
- Print out (2-sided) flyers for the 1st Committee meeting for mail out
- Print extras for distribution at meetings
- Send flyer to Inland Empire Central Office to be published in their newsletter
- Send flyers to any other Southern Ca Central Office that is willing to publicize Camp
- Make sure the Webmaster has a PDF file of the flyer
- Print Camp Schedule of events for www.easydoesitweekend.com

RECREATION: Guardian & concierge of The Balls

- Budget: \$50.00
- The newly elected chair takes the balls home (basketballs & volleyballs) & brings them to Camp
- Your choice of recreation: board games, chess, backgammon, Pictionary, etc.
- Traditionally, Bingo has been held Saturday afternoon in the Main Lodge (you may run it or pick someone else to run it)
- You are responsible for set up & clean up of all games, recreation, etc.

Facilities/Firewood

- Find out prior to Camp about a fire -> contact the Camp Manager
 - ➔ *****Ezekiel***** - (Camp Manager):
- Firewood budget: \$250.00
- Firewood contact: West Coast Timber

Before Camp

- Confirm price of firewood prior to delivery
- let treasurer know the \$ amount of firewood before Camp, so a check can be ready at delivery

Upon Arrival at Camp

- Meet with Camp Manager upon arrival
- Set up tables & chairs in Lodge

Last Day of Camp (Sunday)

- Take down table & chairs & sweep lodge on Sunday
- Inspect the cabins & facilities for damages on Sunday, then accompany Camp Manager for inspection
- Articles left in cabins or dirty cabins are announced at the closing meeting via loudspeaker, and left articles are brought to meeting for pick-up

**If something needs fixing at Camp (other than people), find the Camp Manager, who will attempt to have it fixed

BALLOONS

- Obtain balloons from the Decorations Chair
- Blow up balloons (**not** with helium) to place on the Camp Seely sign out by the highway
- You can also put some up by the door near Registration
- You are responsible for taking them down

COFFEE

- Obtain the coffee pots & clean them by running a vinegar & water solution through them; this will also allow you to make sure they work. Contact the Camp Chair for approval to replace any broken pots.
- Traditionally, you choose 4 people (newcomers) as your "crew", who will receive scholarships for Camp in return for being on the coffee crew. Keep in touch with these people & make sure they are committed & reliable- you will need their help with coffee.
- You may devise any shift schedule you like, but 2-3 hour shifts have successfully been used in the past; example below:
 - Donna: 12 noon -3:00pm
 - Dayna: 3:00 pm-6:00pm
 - Pierre: 6:00pm-9:00pm
 - Kilroy: 9:00pm-12 midnight (-this person prepares the morning coffee)
- Coffee crew should arrive at Camp around noon to start setting up.
- Meet with the Camp Chef to be shown where supplies are.
- You will need two extension cords.
- Bring an alarm clock - Sat & Sun coffee starts @4:30 am

-Brewing must be staggered to avoid blowing out the Circuits-

- Once the brewing is complete, it is okay to keep all pots on warming.
- There are two constant coffee stations:
- #1 Coffee station is off the large meeting hall where the phone booth is
- #2 Coffee station is in the Store
- Another coffee station outside the dining hall during meal times. This will have coffee only with condiments: start preparing this 1 hour before dinner

#1 Station: (off the meeting hall)

- 2 Regular Coffee pots
- 1 Decaf
- 1 water
- Creamer, Equal, sugar, stirrers

#2 Station (the Store)

- 1 Regular Coffee
- 1 Decaf
- 1 hot water
- Creamer, Equal, sugar, stirrers, etc.

Friday:

- Get to camp - 10:00am
- Start brewing 1 of the pots
- Spread the coffee pots around, otherwise we blow a circuit!
- Use the water from the hose outside the phone room-it's fresh, from the mountains!!
- Pots are heavy when they are full of coffee, water, etc---ask for help if you need it

(Suggested brewing schedule)

- *****Station #1***** (Piano/phone booth room off main meeting hall)
 - 1 regular pot in the phone room
 - 1 regular pot in the meeting hall {there are outlets along the wall, under the windows}
 - once these pots have brewed, move them back into the phone room.
 - Then start brewing a decaf in the phone room.
- *****Station #2***** (The Store)
 - 1 regular coffee
 - 1 decaf
 - 1 hot water
- Remember. you can only brew one pot at a time at each station, but they can all be on for warming
- Consolidate coffee pots. e.g., if you have two half filled pots, consolidate to one, and start a fresh pot.
- Before the night time meetings there is a rush for coffee; start getting ready around 4:30 for the rush!
- The last coffee crew person at night (around 10:00 pm) should consolidate pots & get the morning coffee ready, so the am person {4:30} just has to plug them in.
- As coffee chair, you are responsible to make sure there is always coffee & supplies
 - ➔ USE YOUR CREW!! and DELEGATE! <-
- Each coffee shift person is responsible for coffee & supplies
- On Sunday after the closing meeting, find the new coffee chair for next Camp. This is the person who will be taking the pots home. Have them & your crew help you clean-up, this way, the in-coming coffee chair will have some idea of where things are, etc.
- This is a wonderful, and very important commitment-great way to meet people and be of service! Remember to ask for help & direction!!

SUPPLIES

- Budget: \$200.00
- Purchase supplies for Camp, and bring them up & distribute Supplies are kept in The Store
- Toilet paper is provided - you do not need to provide T.P.

For "The Store"

- co 4 cases of water
- co 3 cases diet soda: Name Brand!! (Coke, Pepsi, 7-Up. etc)
- 3 regular soda: Name Brand
- Snacks: Candy, chips, cookies

For the Bathrooms

- Case of paper towels
- Paper towel holders (wire hangers!, believe it or not)
- 12 hand soaps

WEBMASTER

Update website: www.easydoesitweekend.com

- Camp dates
- Camp photos
- Upload the flyer in PDF format so it can be printed out

**old website: <http://groups.msn.com/EasyDoesIt>