**Book Lovers’ Lunch Schedule – 2017**

**Wardrobe for the Team on Friday:** To help turn the processing center into an elegant event space, we’re asking the team to follow a Business Casual dress code the day of the event:

Once all guests have left, everyone is free to change into casual clothes as we will all be helping with the reset of the Processing Center, Flex Space, Welcome Center, and Think Tank.

**Schedule for the Week of the Book Lovers’ Lunch**

**Week of May 8:**

**Deliveries:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Delivery time** | **Storage location** | **Directions** |
| **Terlato** | **5/4** | **Back of House** | **Fridge on Thurs after events** |
| **Mickey’s**  | **5/8** | **Event Storage in BoH** | **Move to PC @ 4pm Thurs** |
| **Highwood Rentals** | **5/11 TBD** | **Back of House** | **Move to PC @4 pm Thurs** |
| **Kennicott Flowers** | **5/11 before 3pm** | **Anywhere cool** | **Move to TS @ 4pm Thurs** |
| **Halls** | **TBD** | **Back of House** | **Move to PC @ 4:30 Thurs** |
| **Binny’s**  | **5/11 TBD** | **Back of House** | **Fridge on Thurs after events** |
| **Palmer Printing** | **Drivers picking up 5/10** | **Team room** | **Move to TS @ 4:30 on Thurs** |
|  |  |  |  |

**Monday, May 8:**

* Confirm ALL vendors:

|  |  |  |
| --- | --- | --- |
| **Vendor** | **Team Member** | **Notes** |
| Kennicott Wholesale flowers | Sarna | Order confirmed 5/5 |
| Sidney Valet | Nikki/Andy | Andy met w/Jesus 5/5 |
| Binny’s | Nancy | Sparkling water |
| Sound of Music/Furlough | Nikki |  |
| Groot | Nikki | Schedule extra garbage pick-up |
| Catering by Michael’s  | Sarna/Nikki | CBM is managing plate/glass rentals |
| Palmer Printing | Sarna |  |
| Long Grove Confectionery | Rob | Popcorn picked-up |
| Fast Signs | Sarna |  |
| Book Stall? | Jacqueline/Sarna |  |
| Highwood Rentals | Nikki | Tables & black garden chairs |

* Follow-up with all TBD sponsors (Sarna/Jane)
* Test all media (Nikki/SofM)
* Add names to Formstack Check-in Form (Nancy)
* Posters to FastSigns (Sarna)
* Powerpoint (Nancy)
* Email to team about Friday (Sarna)
* Additional orders through Michael’s? (Sarna/Nikki)
	+ Plates/flatware
	+ Glassware/Champagne flutes?

**Tuesday, May 9**

* Michael’s field trip (green ribbon, host committee name tag flare, etc)
* Wrap Co-chair gifts, committee member gifts, gift for Heather
* Print committee name tags (Nancy)
* Draft pre-event email (Sarna)
* Draft post-event thank you note/tax letter (Sarna)

**Wednesday, May 10**

* Send pre-event email to guests (Sarna)
* 1:30 p.m. Prepare table assignments in the Think Tank (Jacqueline, Suzanne, Sarna & Jane)
* Print general name tags (Nancy & Sarna)
* Pick-up at Palmer printing (Scott)

**Thursday, May 11, 2017 starting at 4 p.m.**

* Send over vegetarian total to CBM (Sarna/Nikki)
* Finish printing any name tags, back-up registration lists, etc (Nancy)
* 4:00 p.m. Mop and prep to tear down processing center (PC team)
* 4:30 Flower assembly (Heather & volunteers)
	+ O’Brien Family
	+ 3 Host Committee members
* Popcorn/pad/pen assembly (flower crew upon completion)
* 4:30 p.m. Set up Exit sign with sponsors’ logos (Nancy)/Set up Welcome Sign for Friday morning (Nancy)
* 4:30 p.m. Processing Center (PC team, drivers, Scott, Caryn & Rosie)
	+ Tear down Processing Center
	+ Move Bernie mobile to back of room to use as stage
		- Move book podium to stage
		- Move microphones to stage
	+ Move 2 tables from PC into TS for flower prep (no linen required)
	+ Move 2 tables from Wintrust and Abbvie pods in front of logo wall for book signing; cover with black linen; add pen, pad of post-its and a couple of thin Sharpies for Melanie
	+ Set-up PC with 58 rounds of 8 per floor plan
		- Add 8 chairs to each table
		- Cover each table with black linen
		- Add flatware (large fork on left, knife on right, small for above plate space)
		- Add program/rack card & pad/pen
* 5:30: Post-client events (Nikki)
	+ Clear FS so caterers can set-up Friday; bring privacy screens into FS
	+ Reset TT per Nikki
	+ Move 2 5-foot tables between Bernie’s Bazaar and Barn Door for nametag pick-up and any Bernie’s Bazaar sales; cover with black linen and set-up chair (Pull someone from PC to help)
	+ Add easels to TS and WC for BBB & sponsor signage
* Pull out all items needed for caterer (Nikki & Chris D)
* End of day: Team Room: Lock entrances to Team Room from Processing Center

**Friday, May 12:**

7:30 a.m. Nikki, Sarna, Jane, Caryn & Rob to meet on final details

8:30 a.m. Bernie’s Book Bank team members arrive

* Staff Welcome Desk (Nancy H?)
* Heather Wojda arrives to place roses in centerpieces, and add flowers in WC and PC (Rob, Rosie, PC team members to assist); move set-up table upon completion
* Popcorn/pads/pens, and programs w/rack cards set on table (Scott, Drivers and anyone who is free)
* Set up name tags on tables in WC (Nancy Hopma, Nancy McKee)
* 30 copies of ballet shoes placed near stage (Sarna)

9:30 a.m. Catering by Michael’s team arrives to start set-up

10:00 a.m. Book Stall arrives to set-up “book store” (Rob)

* Jacqueline, Caroline arrive

10:30 a.m. Key arrivals

* Melanie Benjamin arrives (Caroline greets her)
* Susan Kalina (photographer) arrives (Sarna meets her)
* Sound of Music (Nikki)

11:00 a.m. Sidney’s Valet arrives (Andy)

* Andy meets with valet and confirms where to park cars in our lot/on the south side of the street only, Marvin, etc.

Host committee arrives (Jacqueline & Caroline to greet)

Turn on pre-lunch music in Welcome Center, Transition Space, and Processing Center (Anne)

11:15 a.m. Check-in ready (Nancy)

* Name tag table/shopkeep ready (Rosie)
* Book signing tables ready to go; Melanie seated with supplies (Rob)
* Waiters ready with Champagne, Sparkling water

11:20 a.m. Arrival and check-in of guests (kiosk & reception- Nancy, Sara, Nancy mckee, Christy, Jane?)

* Book sales and book signing
* Michaels to set out drinks/food

11:45 a.m. Chimes ring to signal guests find their seats (Caryn, assisted by Host Committee, plus all team members)

* Turn off music/lower phone volume (Nancy H)

11:55 a.m. Food service begins; entrée plates are cleared as table is finished; dessert served (Michael’s staff)

* Caroline welcomes guests & invites everyone to eat??

12:28 p.m. Brian welcomes everyone (4 minutes)

* Welcome everyone
* Thank BLL team for success of today
	+ Jacqueline Babb & Caroline Ceisel
	+ 30+ host committee members
	+ 14 sponsors (name them?)
* Overview of Bernie’s Book Bank
	+ Growth of Bernie’s Book Bank
	+ Children we serve
	+ Future expansion, etc
* Introduce Melanie Benjamin (bio printed out on podium)

12:42 p.m. Melanie Benjamin speaks (20-25 minutes)

1:02ish p.m. Jacqueline thanks Melanie, gives her gifts

Introduce educator?

1:06ish p.m. Educator?

1:16ish p.m. Video (Nikki and/or SofM to manage)

1:18 p.m. Brian Closing remarks

* Asking for a checkmark, not a check
* Review ways to help Bernie’s Book Bank
* Give guests a minute to complete cards and deposit them in table envelope for collection
* Remind attendees, books for sale
* Thank everyone
* Staff move to WC to thank guests as they exit (Anne, Christy, Caryn, Heather, etc)

1:30 p.m. Luncheon over.

* PC Tear-down can begin as soon as PC is empty of guests.
	+ Catering by Michael’s to manage all tableware
	+ Team members to collect black linen and bring to event storage area
	+ Breakdown BBB tables/chairs and return to event storage in back of house
	+ Breakdown rental tables/chairs and stack for pick-up
* Turn music on in WC, TS, PC (Anne)
* Manage Bernie’s Bazaar Table (Rosie)
* Book sales and signing (Book Stall, Melanie, Rob)
* Front desk staffing (Nancy H)
* Turn the volume of the phones back up
* Send out email thank you note to all attendees

Monday, May 15 Send paper thank you notes to ticket purchasers and attendees