

Library Building Block Party: Summary/Volunteer Jobs Saturday, August 5, 2006

Money was earned primarily by selling \$50 tickets for 2 "big" raffles: A chance to win a 1988 Saab donated by Susan Miller (more information on this work at end of this document) and a chance to win \$2500. In addition, about \$1000 was earned from a chicken BBQ and lesser amounts were earned selling merchandise and tickets for a 50/50 raffle.

Event day included a chicken BBQ for 300 chicken halves cooked by Travis Sandsted and his friend. Sauce made by Jeff Sandsted who also ordered the raw chicken halves. He also helped Travis load up supplies and both Jeff and Travis helped Nancy Searles learn how to cook the potatoes in the outside cooker. Beans were baked in the Community Center oven. We served the chicken halves, buttered salt potatoes, baked beans, and pre-packaged Sara Lee brownies and we sold 3 kinds of soda (Pepsi, Diet Pepsi, Mountain Dew) and water for \$1. Whole dinners: \$7, halves only: \$5. People could eat in the Community Center if they wanted. We would pay Travis and his helper \$50. Dave Hatfield and Reenie Baker helped a lot with pre-planning for the BBQ. Donna Scott estimated costs of items not priced by DH and RB and Nancy Searles shopped for all food items except chicken and BBQ sauce.

Tents were rented from Dave Hatfield; 20 x 30 (for \$125) to house chicken/food service and fund raising functions – plenty of room; 20 x20 (for \$100) for DJ; he could have done with a 10x10. Used two long tables, card table and smaller table with ~ 8 chairs from Community Center in the 20 x30 tent.

The event also included a mini book sale (meaning a small amount of books), sale of shirts, mugs, book bags, and Lansing daisy sale in the Community Center, the One-room School open with Louise Bement and others she arranged, Popcorn and Lemonade sold by Beth Reynolds' family was set up in front of School House, a fire truck with fire department volunteers there to provide info, hats and truck stuff to interested public, library tours by Rick Darfler and Bert Fortner, Elephant Sound DJ (Bob Higgins; we paid for this), continuing sales of the "big" raffles' tickets (Saab, \$2500 cash; tickets \$50 each), sales of 50/50 raffle tickets (\$2/ticket or 5 tickets for \$5), shirts, bags, and mugs, and selling Adopt-a-books (these sold at the fund raising/food tent). 50/50 tickets also sold at entry to Community Center, at small table before chicken sales, at fund raising table and around ball fields and Town Square grounds (Paula Grant, Melissa Stephenson, Suzie Hinderliter, Barbara Barry). Previously at meetings we decided that these activities were all we could do at an event and we did not include a lot of other possible attractions.

Raffle ticket sales for the two "big" raffles began in June ? and continued until the drawing on August 5. Two mailings were sent to ## ? regular library supporters, including the TM crowd. One was the main information flyer with a mail-back piece and envelope to buy tickets or make a donation. The second was a post card that explained that we were not doing TM this year and the August 5 event and the raffle tickets were the way to support the library and the building project this year. Flyers and posters were put in many locations. Deb Harper, Suzie Hinderliter, Donna Scott, and Melissa Stephenson wrote and revised the written materials and Melissa arranged for printing. Nancy Searles prepared the mailing lists and labels and assembled a lot of the mailing materials. A work bee at the library, which included several teenagers, stuffed the first mailing.

Three sponsors paid \$500 to help with major event expenses (BBQ and DJ). Two donors gave \$150 for event expenses. One donor gave the 1988 Saab for that raffle! Other donors gave in-kind donations or breaks on prices charged for services. Board members sold and bought themselves some of the raffle tickets, but FRC/CC members and mailings sold the most tickets. Many tickets were sold on August 5 at the event itself.

Banners and laminated signs were prepared by Melissa Stephenson with assistance from Deb Harper. If event is done again, we may want to start on this a lot earlier to have more choices for printing etc., plus less pressure and last minute work. Donna Scott and Judy Scott prepared numerous small signs that were put into plastic sleeves for event day. The big omission was the lack of a large, firm sign that advertised "Chicken BBQ [date] at the Library", several of which could have been placed at major intersections around town and in front of the library.

Thursday, August 3

FRC members brought their own coolers for beverages to library and had a last minute details meeting. Planning meetings were held every week for a month prior to that, as well, plus every 2-3 weeks before that. Suzie Hinderliter bought and donated half the teal-colored shirts that all the event workers were to wear on August 5, so we would all be more visible to each other and to the visitors.

Friday, August 4

FRC members moved food service items and food and beverages from Nancy Searles' house to the library lobby or the Community Center (where ever it was most convenient to be for the next day). Also, insulated coolers (to hold hot cooked chicken and potatoes) and large pots were brought from Bakers Acres to Comm. Ctr.

Paula's 2 young guys helped set up tables and chairs in Comm. Ctr and moved 2 large tables and 8-10 chairs to library vestibule.

Lyle Waddell, Judy Scott, AnnMarie Hautaniemi, and ?? moved books and set up the mini book sale in the Community Center.

added: Pat Angerer helped move books.

Prep work: 7:00 AM until about 10:30 AM.

Donna Scott: Met Dave Hatfield to begin tent set up. He set them up; DS told where.

She used MacPherson's (contractor) cones with loops in top, plus sisal rope and signs on twist ties to block off east parking lot at edge of east driveway, by ball fields.

Blocked off part of main east driveway in with Town of Lansing cones and sisal rope.

Started putting up signs, helped with oven lighting, other organizing.

Nancy Searles and daughter, Michelle: Started prepping potato and bean cooking. Potatoes cooked on outdoor cooker belonging to Sandsteds; beans in Comm. Ctr. oven.

Julie Berens : Helped with kitchen/food work.

Pat Angerer, Barbara Barry, Marlaine Darfler, Deb Harper, Suzie Hinderliter, Susan Miller, Andrea Priori, Judy Scott, Melissa Stephenson

All arrived early in morning (before 9 am) to help with many set-up tasks, including oven lighting, furniture set-up in tents, moving shirts, bags, mugs, food and food service supplies to tent, selling raffle tickets and many other jobs.

Signs at the Event: I made 3 HUGE signs (banners) with event title and the 3 sponsors (in color). I made 12 11X17 signs with the event title, the 3 sponsors, and the donors (in color). These were all laminated in plastic.

Money goal sign

Norm Dionne and Donna Scott bought materials for a 4' x 8' money goal sign for in front of the library. Norm constructed it and Janice Hagstrom painted it white and then painted on the \$2500 increments up to a goal of \$25,000 in black. Norm and Donna installed the sign in front of the library. Later, as money was earned, Janice spray painted in bright color blocks up to the dollar interval that was reached.

Preparation for Saab Raffle

This included transfer of the title and insurance into the library's name done by Marlaine Darfler and Susan Miller. Susan Brock provided legal counsel for this transaction. A few of us were named as "designated drivers" on the insurance.

Marlaine Darfler and Donna Scott obtained the New York State Raffle Number for both raffles.

Art Snyder donated a \$100 certificate for a car "pre-sale inspection" for the Saab and Susan Miller did a lot of fact finding and running around for this raffle.

Andrea Priori purchased the raffle tickets and other two set of tickets at Staples in Ithaca. It cost a little over twenty dollars. She gave the receipt to Paula. I bought the "twine" (two rolls) at Walmart in Ithaca. That cost around seven dollars which she donated.

Suzie Hinderliter and Andrea kept track of the people who brought their dinners into the grange to eat and cleaned up the tables when needed. Not many people came in, but those who did seemed to enjoy the comfort of having a place to sit down. Probably we could do with less tables next time. They also put up posters, held up BBQ signs out by the road, and did other things as needed throughout the day. Suzie also helped sell tickets to the 50/50 raffle at the door of the Community Center.

The set up on Friday would have been harder without the help the young men who came to help!

Summary respectfully submitted by Donna Scott/ Co-chair, Fund Raising / August 7, 2006