**Timeline For a Summer Picnic/Send-Off**

**4-6 months out**

* Pick time, date, alternate date and location
* Confirm location and any restrictions for parking, fire pits, grills, animals, number of people and the like at the facility
* If a certificate of insurance is required by the park office, please contact the Office of Alumni Relations at 603-646-3497 to initiate the process.

**3 months out**

* Arrange for entertainment
* Set up games or recreation stations
* Contact the Office of Alumni Relations for an updated alumni list and student list, your local DED will also have the names of the incoming class.
* Contact a caterer or set-up the assignments for pot luck
* Mail invitations

**2 months out**

* Send out e-vite
* Put the event on your website
* Take RSVPs if you desire

**1 month out**

* Confirm your reservation with the park office
* Send out an email reminder

**1 week out**

* Confirm with the caterer and keep them updated on the count or contact food volunteers

**Day of the Event**

* Arrive 1 hour before the beginning of the event to set-up tables, greet guests, direct caterers or arrange pot luck, and meet the entertainment
* Have fun and take pictures

**Suggestions**

* + Find a park with a covered pavilion in case of rain
	+ Invite entertainment- maybe you have a few Aires or Glee Club members amongst your group.
	+ Plan the day around a Big Green Bus Stop. <http://www.thebiggreenbus.org/>
	+ **Scheduling:**
		- Mid-week, usually Wednesday, during the last week of August before First Year trips begin.
		- Late enough in August to permit Summer Term Second Years to have finished and returned home.
		- Early enough in the week to avoid conflicting with the busy activity of last few days of preparing to depart for First Year trips.
		- A start time of 5:30 pm allows members to get home from work and arrive at the picnic site. Then wait until about 6 pm before cooking/serving food.
		- A mid-week event does conflict with some youth sports activities but it is less of a time commitment for attendees than a weekend afternoon (e.g., 1 - 5 pm or 3 - 7 pm).

**Sample invitation****:**