# Kenmore Rotary Activity Guide A2

# ANZAC Day Rotary Refreshments

# Event Author- David Lock –Rev 2 --4 May 2015

## Rotary to organize and run the annual refreshments at Kenmore Village for the community after the local Anzac day parade on the 25th April

**Planning**

***July***

* Obtain approval from the Rotary Board to host the refreshments.
* Letter to the Kenmore Village Shopping Centre Management requesting the use of the area under the Rotary Clock from 0730 till 1100.

## February

* Ask Centre Management to supply a flat top trolley and electrical extension leads and 8 trestle tables.
* Order three 30 litre Hot Water Urns, three 24 cup tea pots from Bob's Hire. Do not use Southern Cross Hire; they do not have the equipment.
* Approach Girl Guides for supplies of ANZAC biscuits.
* Check stocks of coffee, tea, sugar, foam cups, paper cups, paper plates, paper serviettes, plastic spoons and tablecloths in Rotary storage before arranging supply of refreshments for morning tea.
	+ Approximate requirements are:
	 375g Instant Coffee (enough for 350 cups)
	 100 Tea Bags
	 1kg Sugar
	 450 Foam Cups
	 600 Paper, or plastic, cups
	 50 Paper plates
	 100 Paper towels
	 200 Plastic teaspoons/ stirrers
	 Ice and 8 litres cordial. Tablecloths for 8 x 1.8m tables

 April

At the first Rotary meeting in April, send a clip board around asking for volunteer helpers, including partners. Announce the function in a 'spot'. Members to wear Rotary Shirts/Caps.

Each meeting thereafter remind members of ANZAC day. Call for volunteers for:

* Setting-up to be at Kenmore Village at 0730.
* Marshals may be needed by the RSL at 0800.
* People for serving refreshments from 0915 to 1030.

ANZAC biscuits are required to be delivered to the Centre before 0845. Recipes for ANZAC biscuits to be made available. Early April, ask McDonalds to supply 3 water barrels for collection between 0730 and 0800 on ANZAC day.

* Two weeks before ceremony, reconfirm order with Bob's Hire and arrange for time of pick-up of the items ordered. .
* Two weeks before ceremony, liaise with Centre management and their maintenance man, for supply of tables, flat top trolley, extension leads and access to power supplies in Cleaners' room. Ensure that Centre Management understand that each urn is rated at 3kw (12.5A) and each **MUST** be connected to a separately switched power supply.
* One week before ceremony, print A3 size posters (Westside Stationery can enlarge from A4 to A3) for Tea, Coffee, Water and Orange.
* The day before the Ceremony, purchase 5 x 2 litre bottles of milk, approx. 4 kg of 'lollies' and collect hire equipment

## Budget

## Allow $200 overall to cover hires and supplies. Request Coles to supply voucher for supplies.

## Operation-April 25

0715 Collect Rotary stock from storage area, purchase or obtain and deliver to Kenmore Village

|  |  |
| --- | --- |
| Coffee (375g) | table cloths |
| tea bags (100) | 200 plastic teaspoons |
| Sugar 1 x (1 kg) | Containers for sugar, spoons and stirrers |
| 450 foam cups | 100 paper towels for mopping up |
| 600 paper cups | paddle for mixing cordial |
| duct tape | Rotary banner (Serving the Community) |
| 4 ‘drip catcher’ buckets for tea, coffee, water& orange |

* Collect water barrels from McDonalds ($150.00 deposit required-refunded on return)
* 0730 Volunteers at Kenmore Village set up (refer to diagram of layout) tables and tablecloths, litter bins, fill urns and turn urns on **no later** than 0745. Tape extension leads out of the way with duct ('gaffer') tape. Place a 'drip catcher' bucket under the taps of the urns and water barrels.
* 0740 Ask one of the volunteers to fill one water barrel with water and ice, and two with cordial (4 litres of concentrate in each, fill with water) and ice.
* Layout food on paper plates, cups, sugar (in plastic dishes), milk (in jugs). Reserve some plates of ANZAC biscuits for the Guides to distribute to the (older) RSL members and veterans. (They take some time to move from the ceremony to the centre.)
* Arrange litter bins, seating and put up the A3 posters (use Blu-tack or masking tape). Leave plenty of room down the ‘wings’ of the centre for the crowd to gather.
* When more hot water is required, top up coffee and tea urns by using one of the teapots.
* After the Ceremony clean up area, put furniture and litter bins back in place
* Return hire equipment to Bob's Hire, Rotary goods to the lockup.

# Post Event.

* Send a thank you letter to Kenmore Village Centre Management.
* Send a letter to Girl Guides thanking them for ANZAC biscuits.
* Arrange for expenses to be paid
* Send brief Activity report to next Board meeting.

**Contacts**.

 Kenmore Village Centre Management- Ph. 3378 7722 email-………………..

 Bob’s Hire 25 Parkview St., Milton 3876 4040 email-……………………

 McDonalds Indooroopilly Ph38784392, Jindalee,32791311 .

 Girl Guides- Judy Altenkirk, 5 Havenwood Street, Kenmore Hills Ph.33744420

 Moggill Kenmore Sub Branch R.S.L. ( Jack Vintner, ceremonials officer )

 Value Depot—Eagle Farm- ( Cups ) 3866 2400

**Attachments.**

A2-1- Coles request letter

A2-2- Morning Tea layout in Ken. Vill.Shopping Centre

A2-3- Label Coffee

A2-4-Label Orange

A2-5-Coles thanks letter.

A2-6-Kenmore Village thanks letter

A2-7-Guides thanks letter

A2-8-Maccas thanks Letter