

Pancake Breakfast – Timeline.

edited 10/30/25

January

1. Second week in January, contact LWREC Club to reserve club and request rental agreement for next event. (Marilyn Mylius at 509-679-5517, or review online for appropriate contact person.
 - a. Raffle basket wrapping is typically the Saturday before Thanksgiving from 9 am-11:30 am.
 - b. Event set up is the Friday before the first Saturday of December from 8 am-1:30 pm.
 - c. Day of event is the first Saturday of December from 6:00 am to 2:00 pm.
2. Send out review of event with stats, and ask membership for feedback.

February

1. Contact previous section leads for budget needs/changes, and ask if they'd like to lead again.
2. Bring the rental agreement to the February or March Auxiliary meeting for signatures and payment from the Treasurer.
3. Prepare budget document for March Auxiliary meeting.

March

1. Present budget to Treasurer at Auxiliary meeting.

April

N/A

May

N/A

June

N/A

July

1. Contact Vendors (previous, and new if needed).

August

1. Recruit new event leads if needed.

September

1. Contact all leads:
 - a. Identify their needs and ensure actions are being taken.
 - b. Clarify volunteer counts for sign ups.
2. Create sign up sheets for October meeting.

October

1. Create paper event flyer.
2. At Auxiliary meeting:
 - a. Give event update and timelines.
 - b. Introduce event leads.
 - c. Set out sign up sheets.

3. Provide PIO with criteria for social media.
4. Contact LWFR Administrative Secretary (Kim Wiley) and request insurance document and invoice for event.
5. Bring insurance document and invoice to Auxiliary meeting for payment from the Treasurer.

November

1. Contact all leads to see if there's anything they need.
2. Deliver Plain Pantry breakfast coupons and raffle tickets envelopes.
3. Distribute event flyers and ensure banners are hung.

December

HAVE FUN AT THE PANCAKE BREAKFAST!