Steamboat Clay Artisan Annual Soup Bowl Supper

**SCA Responsibilities List:**

1. Create 250 to 300 bowls (about 150 per seating) for the event.

2. Create several dozen ceramic creations for the silent auction and possible door prize drawing.

3. SCA will handle the publicity, press releases, posters, ads, ticket sales, and bookkeeping.

4. On the eve of the event, SCA members collect tickets, distribute bowls, manage the silent auction, and conduct thank you announcement to the attendees.

5. SCA will work with the benefactor to complete the thank yous.

**Recipient Responsibilities List:**

1. Set a date for the event with SCA. The event has been on a Tues or Wed eve, late Sept to October.
2. Procure a venue for the event. The Routt County Community Center works well, but we have had it in several locations. Any rent, insurance, or cost of venue locations is subtracted from the profits, so it’s great to find a free venue.
3. Contact restaurants, bakeries, etc, for food donations as soon as dates and venue are selected. About 4 weeks before the event, make a reminder call to the restaurants and set date and time to pick up the food.
4. Set up the room, clean up, set up between seatings, and final clean up at end of event.. Possibly provide labels telling what kind of soup and where it’s from.
5. Provide servers for the soup and throughout the event- approximately 10 or more people throughout the event.
6. Make arrangements for serving vessels (heating pots if needed, serving ladles, napkins, cups, beverages, spoons, etc)
7. Feel free to set up a display promoting your organization or promoting your goals
8. If your organization has members or supporters who are willing to serve as a site for ticket purchasing, hanging posters, or in any way help defray the cost of the event (poster printing), we are certainly happy to accept the help to increase your revenue! Any thoughts you might have to make the event as successful as possible are appreciated.

**Ideas for procuring soup, bread, and deserts**

Generally, each restaurant gives 5 gallons of soup that the volunteers pick up on the day of the event. Five gallons serves 35-40 people, assuming about 2 cups per person. (Volunteers love to leave with a little container of soup, or possibly sell the left overs?)

On several occasions we have run short of both bread and deserts, so estimate high.

City Market-rolls or cider/lemonade

Steamboat Meat and Seafood- warming pots and utensils(depends on venue)

Blue Sage Bakery- bread, rolls

Winona’s- deserts

Market on the Mountain, deserts

SSArts Council has lots of spoons that were once donated to SCA by CMC

Soup-Café Diva, Creekside, Hazies, LaMontana, Ore House, Slopeside,

Cottonwood Grill, Mazzola’s, Old Town Pub, City Café, Freshies, Yampa Valley Medical Center, Glen Eden, Smokehouse, Rio Grande, Sheraton, The Egg and I,

Mambo Italioano

**Past Nonprofits are a good source for advice!**

2002-Lift Up $6,550

2003 Lift Up $7,272

2004 Yampa Valley Recycles $5,320

2005 Animal Assistance League of Northwest Colorado $5,751

2006 Historic Routt County $6,140.38

2007 Steamboat Mental Health $5,891.75

2008 Partners (Vista Volunteer)

2009 REPS Reaching Everyone Preventing Suicide $7000

2010 Yampa River Botanical Park $6,500

2011 RCCOA Routt County Council on Aging

2012 Your nonprofit!