



## Organizing a 'Dinner on the Bridge' event

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Covered Bridge Society



# Agenda

- What kind of dinner are you planning?
- Permission to have the dinner.
- Items & services that you will need.
- What do the volunteers do?
- What happens after the dinner?



# What kind of Dinner are you planning?

- There have been numerous types of dinners held on covered bridges and each one attracts a different type of person.
  - You can have a 'simple' serving line dinner where the food is served by staff to ensure that you have enough food for everyone.
    - This is the dinner type that we do at Medora.
  - Alcoholic tasting dinners. I have seen both wine or bourbon. Dining couples can taste a variety of drinks and then purchase a bottle if they choose.
  - 'Farm to Table' dinners. Putnam County Indiana did a series of these a few years back and served each one at a different covered bridge. Each dinner had a theme as to what type of farm food was available.





# Permission to have the Dinner

- You must work with the owners of the bridge to get permission to have a dinner on it.
  - This could be county commissioners, state park staff, department of transportation or private individual
- You must be ready to let them know how many people you are expecting or hoping to have at dinner.
- Discuss any insurance needs
  - Do they want you to have liability insurance in case someone gets hurt?
- Discuss emergency plans
  - Do they want an ambulance and sheriff there at all times?



# Items and Services

- Trash bags and trash pick up
- Port-a-pots
  - For 300 people, we have 2 delivered.
- Caterer
  - Work to find a good one with a good price. Our current rate is \$12 a person for roast beef, ham, green beans, broccoli salad, baked beans, a desert and a drink.
- Music/Entertainment
- Door Prizes
  - Gather these from local business and then mention them as you hand out the prize.
- Chair/table rentals
  - Medora rents the tables and chairs as we do not have access to that many tables and chairs. Bonus is the renting company will setup and tear down the tables and chairs.
- Door Prize raffle tickets
- Merchandise to sale
  - T-shirts, calendars, paintings on old bridge boards, magnets, and hats are just some of the ideas that we have sold.
- Medical services – ambulance and EMTs on site.
- Parking staff
  - We use Sheriff Deputies to help park cars.





# What do Volunteers do?

- Collect tickets
  - Setup a small table to both ends of the bridge to check people in.
- Staff the merchandise booth
  - Make sure the people.
- Greet guests
- Decorate the tables
- Mark reserve tables
  - Medora's tables sit 8 so if a party has 8 members, they get their own table.
- Sweep bridge prior to start of dinner
- Setup chair and tables
  - Break them down at the end of the dinner.
- Transport visitors to and from the parking lot
  - Medora uses a side by side donated for the evening from a Honda dealership. It has signs on it for free advertising.
- Passing out prizes
  - Have the person winning the prize draw the next winning ticket.
- Empty trash regularly
  - They fill up quickly when everyone starts being done with eating.



# What happens after the dinner?

- Make sure all guests make it back to their cars.
- Trash clean up and remove all trash.
- Breakdown of merchandise tent.
- Chair and table breakdown.
- Pickup of all power cords, fans and such.
- Final count on money.
- Put the bridge back the way it was.

