



Playbook: Soiree

Created: 10/15/23

Revised: 03/02/24

Purpose of the Event

The Soiree is a social event normally hosted by a GRPS member. Member gardens are a highlight of the event, as well as an opportunity for members to relax and enjoy each others' company. The Soiree garden location is determined and vetted by the GRPS Program Committee.

Timing of the Event

The Soiree takes place annually in August.

Event Details

January:

- All members check their email for a "Sign-up Genius" notice soliciting volunteers for both chairperson(s) and other volunteers. Note: "Sign-up Genius" is GRPS' process for registering volunteers commencing in 2024).

May:

- Review Soiree budget with GRPS Treasurer. If needed, contact the Membership chair for a directory. Review Soiree "DETAILS" for past events.
- Contact the garden host. Visit the garden. Determine if the host needs help "fluffing" up their gardens and schedule. Determine preliminary placement of tables, wine tent, sign-in table, trash cans, and performers.
- Determine the number of tables needed to use for serving appetizers and wine. See if the host has any tables for use. Typically, there are two tables for appetizer display and one for the wine tent. The Membership Committee may bring a small table for signing up.
- The Soiree committee may need to reach out and borrow tables from other GRPS members.
- The number of tables determines the number of centerpieces needed. Committee members make a fresh centerpiece with seasonal flowers for each table plus a small centerpiece for the table in the wine tent.



- The GRPS pop-up tent is used as the “Wine Tent” and currently held at the GRPS President's house. GRPS large canvas drop cloths (4) are used for tablecloths held by the Program Chair.
- Collaborate with the host to determine the number of available trash containers.
- Collaborate with the host to determine if they would like on-site music.
- Ask the Garden Host where they would like a gift certificate from and contact the Treasurer who will purchase it.

July:

- Early in the month, use “Sign-Up Genius” sent out by a Sign Up Genius Administrator asking members to donate a sweet or savory appetizer. Appetizers need to be specified as finger food that can be easily picked up. If not, the member is to bring and take home their serving utensil(s).
- Ask for additional volunteers to “fluff” the garden, if needed.
 - **Set-up:** Tables and wine tent can be set up the day before or the day of the Soiree at the host convenience. Bring simple, non-toxic cleaning supplies to use as needed.
 - **Take-down:** At the end of the event, take down tables and tent, and pick up the yard of any trash/debris.

Volunteers Needed

Chairpersons – one or two

Estimated number of volunteers: a minimum of four to five in addition to Chairperson(s)

Additional Resources

A **Detail Sheet** has been created for each GRPS event with specific helpful details. The Chairperson will need to contact the GRPS Secretary for the Detail Sheet. The Chairperson must update the Detail Sheet with requested information, review the Playbook and advise the Program Committee if changes to the Playbook are needed. The GRPS Secretary maintains the Detail Sheet and Playbook.