**Tierra Bella Timeline**

|  |  |  |
| --- | --- | --- |
| ***September/October*** | Begin attending TB staff meetings | TB 2025 contacts / actual dates |
|  | | |
| September | Caterer: Contact Gavilan Cafeteria vendor to inform him of the date of TB for the upcoming year. (may not use) | [Brian Roberston brian@pacific-dining.com](mailto:Brian%20Roberston%20brian@pacific-dining.com)  p: (650) 440-2111  f:  (510) 279-5764 |
| October - January | At meeting: discuss luncheon choices, other concerns.  Peter Morris  Contact John Willhalm to order fruit bars (give guarantee 750, max 1000)  Contact Food Truck Mania re food trucks (confirm 2, 3rd if project >450 meals) | Decided on food truck, fruit bars,  Pizza, other snacks for volunteers  Pacific Dining wraps if not donated  The Terraces Los Gatos may donate wraps  [pmorris2462@gmail.com](mailto:pmorris2462@gmail.com) 203-707-9848  [john@bayareaicecreamcatering.com](mailto:john@bayareaicecreamcatering.com)  408-227-4000, contract signed ???  April [thefoodtruckmafia@gmail.com](mailto:thefoodtruckmafia@gmail.com)  510-304-4758 |
|  | | |
| ***January*** | Let Connie know what volunteers will be required. =🡺 | **VOLUNTEERS**  Leading up to TB:   1. **5-6 shoppers** – people to purchase the rest stop food/supplies 2. **18 bakers** – nut breads/cookies 3. **5 garlic potatoes**   Friday before TB:   1. **1 person w/large van** to pick up produce from Costco/S&F   (or Thursday)   1. **5 people** to stage rest stops 2. **1 person for “go fer”**   TB:   1. **1 person** for MORNING drinks shift 2. **2 people** for AFTERNOON drinks shift 3. **2 people** in-take from rest stops   (will be under CHP captain in 2026)  **Volunteers confirmed 1/31/25** |
|  | | |
| ***January-March*** | Contact Food Truck Mania to order initial # of trucks with 150 meal minimum  Contact Vicky Martin Food Distribution Coordinator at St. Joseph’s in Gilroy about picking up Rest Stop returned food at 6:00.  Meet at ACTC Storage to determine inventory before meeting with rest stop leaders.  Compile spreadsheets with numbers for this year’s food/supplies,  Schedule date for Rest Stop Captain’s meeting  Mail out Spreadsheets to Rest Stop Captains in preparation for Logistics/Food /Rest Stop Captain’s Meeting | April [thefoodtruckmafia@gmail.com](mailto:thefoodtruckmafia@gmail.com)  510-304-4758  Contract signed 1/16/24 for 2 trucks, added 3rd truck in March  Contacted 2/23/25  Vicky Martin – 408-842-6662 cell  [vickymmartin@yahoo.com](mailto:vickymmartin@yahoo.com)  7950 Church Street Gilroy, CA 95020  3/7/25  2/1/25 prelim, revise 3/15/25  Send out after March TB meeting  Remind them a week in advance and give an estimate and projection of riders. |

|  |  |  |
| --- | --- | --- |
| ***April***  Host Logistics, Rest Stop Captain’s, Food Meeting. Revise orders, if necessary  Meet with Store Managers of Smart & Final and/or Costco to order fruit  ***2-4 Weeks before Event*** | Revise spreadsheets, email buying assignments to shoppers  email final reminder to all volunteers to confirm duties/date/time/place  FTM – revise guarantees food trucks  Confirm wraps  Email David the amount/invoice to pay food trucks and caterer. | April 1, 2025  May not need to do if get everything at Costco  April 12  April 18  If anyone cancels, find more volunteers  April 20  April 21 |
|  | | |
| ***1 week before Event*** | Remind caterer to drop off wraps at church at 12:00pm.  OR pick up from The Terraces  Place Fruit Order (or buy at Costco)  Remind him/her that the bananas must be edible and not too green on the day of the event.  Pick up fruit at Costco/S&F | [Brian Roberston brian@pacific-dining.com](mailto:Brian%20Roberston%20brian@pacific-dining.com)  p: (650) 440-2111  f:  (510) 279-5764  April 28  Smart & Final Produce Manager Stacey  1783 Hillsdale Ave San Jose  (408) 264-0454  (gave preliminary order) OR Costco  May 1 |
|  | | |
| ***Day before the Event*** | Arrive at church by 8:00am.  Manage volunteers:   * Shoppers drop off 8:30-9:00am * Bakers/potatoes 8:30-10:00am * Stage rest stops 9am-1:00pm * Pick up pizza (Costco) and any missing items noon | Sections off areas for staging rest stops.  Setup tables as needed.  Wraps either picked up at The Terraces at 11:00 OR dropped off at noon.  Make sure ice in igloos for lemonade and everything gets put back on logistics truck.  CHP captain takes food/coffee/supplies |
|  | | |
| ***Day of the Event*** | Arrive at CHP | 10:30am  Shopper will drop off drinks 10:30am  Treasurer will send a check in advance to food chair to pay food trucks  John will send invoice for ice cream  Manage food donated to St. Joseph’s (Vicky). Ask her to send a receipt. |
|  |  |  |
| ***May (after TB)*** | * Once you get cost of food donated to St. Josephs, send receipt to Treasurer. * Send TB Director cost of all food items & David all receipts * Calculate total food cost and write wrap up report * Attend Wrap-up meeting * Have rest stop leaders update spreadsheets based on actual usage and projections for next year | ***May (after TB)*** |