**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.comp: (650) 440-2111f:  (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 volunteersPacific Dining wraps if not donatedThe Terraces Los Gatos may donate wrapspmorris2462@gmail.com 203-707-9848john@bayareaicecreamcatering.com408-227-4000, contract signed ???April thefoodtruckmafia@gmail.com510-304-4758 |
|  |
| ***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 minimumContact 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 meetingMail out Spreadsheets to Rest Stop Captains in preparation for Logistics/Food /Rest Stop Captain’s Meeting | April thefoodtruckmafia@gmail.com510-304-4758Contract signed 1/16/24 for 2 trucks, added 3rd truck in MarchContacted 2/23/25Vicky Martin – 408-842-6662 cellvickymmartin@yahoo.com7950 Church Street Gilroy, CA 950203/7/252/1/25 prelim, revise 3/15/25Send out after March TB meetingRemind 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 necessaryMeet with Store Managers of Smart & Final and/or Costco to order fruit***2-4 Weeks before Event*** | Revise spreadsheets, email buying assignments to shoppersemail final reminder to all volunteers to confirm duties/date/time/placeFTM – revise guarantees food trucksConfirm wraps Email David the amount/invoice to pay food trucks and caterer. | April 1, 2025May not need to do if get everything at CostcoApril 12April 18If anyone cancels, find more volunteersApril 20April 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.comp: (650) 440-2111f:  (510) 279-5764April 28Smart & Final Produce Manager Stacey1783 Hillsdale Ave San Jose(408) 264-0454(gave preliminary order) OR CostcoMay 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  | 10:30amShopper will drop off drinks 10:30amTreasurer will send a check in advance to food chair to pay food trucksJohn will send invoice for ice creamManage 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)*** |