



Empty Bowl Checklist/timeline

- set date and location
- request security and administration coverage
- contact restaurants/businesses for donations
- order clay or bisque ware and glazes for bowls
- design tickets, t-shirts, posters, invitations, centerpieces
- contact chorus, band and/or drama teachers for entertainment during event
- take orders for t-shirts
- send out invitations
- send out press release, distribute posters
- set up schedule for ticket sales
- set up schedule for workers (set-up/decorations, hosts/hostesses, servers, clean-up crew)
- create/design bowls and fire
- make centerpieces
- set up time to pick up or have food delivered
- gather supplies needed for event
napkins, spoons, ladles, butter, knives, cups, drinks, aprons
- enjoy the event!
- send thank you notes

