

## **Easter Vigil Fiesta Task/Committee List**

### **Set-up**

- Purchase food and drink. (Armando and Gary will do this.)
- Purchase plastic tumblers and tablecloths (from Party City?). (Will Armando and Gary also do this?)
- Verify quantity of napkins available. (Purchase if necessary.)
- Set up tables and chairs:
  - Set up as many tables (and chairs) as will fit in the Nativity Hall
  - Set up tables (and chairs) in the Parish Hall along the window wall and near the south end of the room.
  - Set up 3 tables, end-to-end down the center of the Parish Hall for serving the food, buffet-style.
- Set up a soft-drinks station in the Parish Hall, just outside (and to the right of) the kitchen doors.
- Decorate rooms
  - Last year Jenna Harris, Nathan Huck, and (I think) Rosemary McGrath helped with this.
  - So far *this year* Lynn Baker and Meg Ruby have offered to help.
- Cover tables with tablecloths
- Set up busing stations (Use a rolling cart with a tub on each level for dishes and a large plastic container half full of soapy water for silverware at one end of the top level of the cart.)
  - In the Parish Hall, near the soft-drinks station.
  - In the Nativity Hall, just outside and to the left of the door to the pantry.
- Turn on dishwasher before liturgy begins (no later than 8:00 p.m.)
- Coordinate with whomever is to provide the music (*Note: This will involve both contracting with someone as soon as possible and having someone available on the night to help set up for the music, whatever that may entail.*)

### **Food Prep and Serving**

#### **Saturday Afternoon**

- Prepare food (Armando will direct this effort, assisted by Gary and his team.)
- Note: Annette Anderson volunteered to help with this last year. Connie Macy has signed up **this year** to do anything we want her to do connected with the Vigil Fiesta!*

#### **Saturday just before the liturgy**

- Do as much as possible to prepare the serving tables for the food

- We have a diagram of how the food was placed on the tables for serving. (Hopefully, I can find this diagram in my files at home! It dates from a number of years ago when Amparo was involved in the coordination somehow.)

#### Saturday just *after* the liturgy

- Put food on serving tables
- Replenish as needed

#### Clean-up

- Follow directions for washing dishes posted in the kitchen
- This is one occasion when disposable plates and flatware are used!
  - Place all recyclables in the appropriate bins behind St. Michael's House.
  - Plan to do this several times during the fiesta (as bags fill at the busing stations).
- Wash pans and utensils used in preparing and serving the food, and put them away (or set them aside for Armando to take away, depending on whether he brought them or not).
- Wipe off, remove, and fold tablecloths, and place them in the bins used to store plastic tablecloths
- Clean the stove.
- Wipe off the counters in the kitchen and any surfaces in either the Parish Hall or Nativity Hall that were not covered with a tablecloth
- Leftovers: Cover containers with plastic wrap and place those requiring refrigeration in the refrigerator.
- Place all garbage in the large garbage bin behind St. Michael's House.
- Clean-up Crew
  - Bud Leonard offered to help clean up last year.
  - My recollection is that Marla arranged for part of the crew to come from the Hispanic congregation (and we may have paid one person).
  - I have a vision of Jim Robbins working at the dishwasher, but I don't know if he did that for the Vigil Fiesta or for the Agape Meal on Maundy Thursday.