

Pancake Supper Task List

Before Shrove Tuesday

Before Christmas: Identify Event Coordinator

Early January: Planning Meeting @ Laurelwood Pizza Pub

- Review last year's event
- Brainstorm or identify helpers
- Price for supper decision and signs made
- Identify where any profits will go
- Identify Potential Chairs for pre-event tasks:
 - Publicity/promotion incl. tickets
 - Purchase of food (green reimbursement forms w/receipts to office)
 - Purchase of decorations (green reimbursements forms w/receipts to office)
 - Entertainer booker
 - Prepare sign up sheets (Need 2 shifts – 12 per shift, must be on time: 4:00-6:00 and 5:45-8:00)
- Identify Potential Coordinators for Supper Responsibilities:
 - Kitchen: cooks, dishwasher (there is max no.)
 - Maitre D for servers: have clear directions for servers, mtg before each shift (1 server per table) w/directions, beverage servers.

By January 15: Event Coordinator or designee:

- Secure commitment of Chairs and Coordinators (for responsibilities listed above)
- PARISH CALENDAR: Reserve Monday night for set up & Tuesday Night for Supper
- Book Entertainment (e.g. clown or balloon artist or ?)
- Locate & Check on supplies:
 - Decorations
 - Beads
 - Napkins
 - Paper placemats
 - Plastic tablecloths
- Arrange with J for Publicity (including dissemination of information re. recipient of any profits)
- Print Tickets

Two Sundays before Last Sunday in Epiphany:

- Begin Publicity
- Begin Advance Ticket Sales
- Sell specially printed \$1.00 Ticket at Sr. Center
- Give 30-second "Spot" Announcements at each worship service on each of these two Sundays

Monday

Daytime:

- Purchase beads @ Lipmann's (need to be placed in office for safe keeping)
- Purchase food (and turn in "green slip" for reimbursement with receipts to Office)
 - Sliced ham; Winco will slice for free no. 4/5 setting
 - Syrup
 - Milk
 - Orange Juice
 - Butter pats
 - Pancake Mix
 - Applesauce
- Clean both grills (Takes about an hour with 2 people cleaning.)

Evening: Set up:

- Tables w/floor plan
- Decorations
- Ticket table

Tuesday

Any time:

- Get cash box and cash (need to be placed in office for safe keeping)
- Set up "Boom Box" with mardi gras music

3:00 p.m.:

- Event Coordinator meets with Kitchen Coordinator and maitre D
 - Clarify tasks in each area
 - Emphasize coordination of servers
- Set up a busing station in the Parish Hall, just outside (and to the right of) the kitchen doors. 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.
- Kitchen start up: 2 person
 - Put signs on the kitchen door to minimize traffic into the kitchen:

*DO NOT ENTER. Please for your safety and the safety of
the workers stay on this side of the door. See a server to
help you.*
 - Ham in the oven to warm
 - Coffee makers on
 - Prep fruit & applesauce
 - Take butter pats out of frig

4:00 p.m.:

- Turn on dishwasher
- Heat syrup
- Mix pancake batter
- Event Coordinator & Maitre D meet with *first* shift of workers and assign tasks

- Note: Once kitchen jobs are filled (and this may be set before the day), then there is no room for additional people in the kitchen. Need would only arise if someone needs a break or has to leave.
- Servers
 - Ideally, 1 per table
 - Be clear about responsibilities and need to stay out of kitchen
 - Emphasize need for coordination
 - Ideally, have separate (dedicated) beverage servers
- Bussers
 - One per each 6 tables (to move dishes to bussing station and put fresh place-setting on tables)
 - Plus one to move dishes from bussing station into kitchen

4:50:

- Begin cooking pancakes (Do *not* use spray oil!)
- Be sure coffee and hot water are ready
- Be sure orange juice and milk are ready to pour
- “Stage” plates

5:30 p.m.:

- Dishwasher (1 person) begins washing dishes
- Designated busser takes dishes from bussing station to kitchen

5:45 p.m.: Event Coordinator & Maitre D meet with *second* shift of workers and assign tasks (as above)

6:00 p.m.:

- Shift change: servers and bussers (Tag-team style; one for one replacement)
- Begin hauling garbage & recycling to bins behind St Michael’s House (Repeat as needed through final clean up.)

Wrap up / Clean Up:

- Pay entertainer from cashbox
- Count cash: Place in envelop to receipts’ mailbox in office
- Finish bussing tables
- Move all dirty dishes and flatware from bussing station to kitchen
- Put leftover food away
- Clean stove & grills
- General clean up: countertops & tables
- Take down decorations
- Set up for ESL