

MONSOON MADNESS – “Refreshment” Responsibilities
7/22/2018

- Attend all monsoon Madness prep meetings
- Determine the budget for food
- Plan brunch menu for Saturday (fruit, Danish, juice, coffee, sandwiches, salads, chips, water, light dessert)
- Plan on ordering food early. If possible order and pay for food on SENIOR WEDNESDAY to save on cost.
- Obtain number of people working day-of-sale to determine amount of food needed
- Give Logistics the number of tables needed (16 short for seating and food serving)
- Check MGA cabinet for supplies needed (paper goods, cutlery)
- Determine the number of people needed to help with setup day, sale day and clean up

Friday – Day before sale

- Check-out key to building for early arrival on Saturday & get key to cabinet
- Pick up breakfast items from store
- Pick up ice and store in freezer in office or pick up Saturday AM if not enough room in freezer (at least 6 bags of ice)
- Set up room, move tables and arrange food service area to include a hand sanitizing table with sanitizer and hand wipes
- Set up coffee makers with timers to have coffee ready at 6:00am
- Put tablecloths and any decorations on tables
- Clean water igloos (ask Logistics to get them from Conex box if not already out for Thursday and Friday)

Saturday – Day of sale

- Arrive early – 5:15am
- Fill 3 water igloos (1 bag of ice per igloo) and attach paper cups to handles (put cups in baggies, put a hole in baggie, attach rubber-band through hole and attach to handle)
- Set out breakfast items for early workers
- Determine best time to start serving lunch. Should be early to cover change of workers
- Pick up sandwiches/salads
- Clean up includes: returning all tables and chairs based on diagram on wall (classroom design), vacuum carpet, dump trash (put recyclables w/ sale yard recyclables, and put trash in dumpster)
- Empty igloos into plants in front of building