

General Responsibilities of Sub-Committee Chairs'
(revised 2006)

Sign the form provided by the Co-Chairs for items received owned by the Spaghetti Supper Committee

Read through last year's report. If more information is needed please ask your Co-Chair contact to share additional information that may be found in Last Year's Binder or to photocopy information from the Historical Binders. (Contact Last Year's Sub committee chair if more information is needed.)

Contact committee members early to glean talents and interests. Do this prior to school getting out for the summer if possible and especially if your committee **MUST** accomplish things before school is back in session.

Keep an accurate and timely electronic report while you do your job. Do this on an on-going basis to streamline the process.

Attend all meetings.

Keep in contact with your members over the summer.

Set a date for the first sub-committee meeting in September, after the first meeting called by the Co-Chairs.

Return any binder or past year's reports to the Co-Chairs at the wrap up meeting as well as one electronic and 2 hard copies of your sub-committee report.

Return the items received that are owned by the Spaghetti Supper Committee...make sure you get a receipt!

Spaghetti Supper Committee Report Form

(rev. 2006)

Please make this a stand alone document so one does not have to cross reference reports from past years.

Committee Name: Bread, Cheese and Plastic ware

Chair Names: Debra Hankey and Mary Learned

Summary of Responsibilities:

- Obtain bread donation and prepare, heat and serve garlic bread.
- Wash and fill cheese shakers with cheese (from Pastene and obtained by Sauce Committee
- Wrap 1500 packets of plastic ware

Detailed Description of How you accomplished the above: **Committee**

Our committee had 11 members, including the co-chairs.

Plastic Ware

We used all supplies left from previous spaghetti suppers that we deemed in good condition. Anything else we needed was obtained from the supply committee. We wrapped 1500 plastic ware packets. The basic process is to wrap a fork and a knife in a dinner napkin and then seal or tie it. We used 12" of curling ribbon per packet. This was labor intensive, but worked well. Packet preparation is pretty tedious. We decided to accomplish this by having a group packet assembly meeting 1 week before the supper. With 6 people working 3 hours, only 750 packets were completed. Individual members at home did the rest. On the day of the supper, we delivered 2 large boxes of packets to the kitchen, placing one at each entrance to the kitchen. During the supper we refilled 2 baskets with the packets. They were placed on the counters at each entrance. We had a box of spoons available, but no one asked for one. All left over supplies were packed up and given to the spaghetti supper chairs.

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Cheese

This was the simplest part of our committee's work. The grated cheese was Donated by Pastene, The sauce committee procured the cheese donation along with other supplies. We had 15 pounds and used about 10. We gave any left over cheese to the school cafeteria. There are 49 cheese shakers, which belong to the spaghetti supper. The shakers have been packed up and Stored. The afternoon of the supper, one person on our committee filled the shakers with grated cheese. The easiest way to do this is to put the cheese in A large bowl and fill the shakers from that. We put two shakers on each table And checked them for refilling during the supper. We did not have to refill any.

Need
Shakers
&
Volunteers

Bread

As in previous years, we contacted Piantedosi Bakery in Malden, and they donated all the bread. We got 120 loaves of 28 inch bread. We picked these up in Malden on the morning of the supper. You will need a van or large car to fit all the bread, which was all packed in cardboard boxes. We first contacted Piantedosi at the beginning of September, and then a few days before the supper we called again to be sure everything was all set. Everyone we dealt with at Piantedosi was wonderful. Contact information:

Piantedosi Baking Company
240 Commercial Street
Malden, MA 02148
781-321-3400

The Piantedosis use to live
in Carlisle.

A couple of days before the supper, we prepared 5, gallon-size zip lock bags of garlic butter mixture and stored it in the refrigerator. The purchasing committee got all the ingredients for this. The recipe for each bag follows:

12 sticks softened butter
2 cups olive oil
1/2 cup garlic powder
1/4 cup dried oregano
1/4 cup dried basil

At 1:45 on the day of the supper, 6 of us assembled in the school kitchen to

CALL NOW

prepare the bread. (Remember to take the butter mixture out of the fridge in the morning to soften it.) We had 2 groups of 3 people, working at the bread prep counter. One person cut the loaves horizontally. The second person spread the garlic butter on the bread. We buttered only one side, don't be stingy. The third person cut the loaves into 16 slices and wrapped the loaves in foil. Bread prep took about 2 hours. We began heating the bread in the ovens at 4:15. We left the bread in the ovens for ____ minutes and then transferred them to the warming oven.

Time Line of Duties:

June We received leftover committee supplies.

July

August We inventoried supplies, cheese shakers

September Contacted Piantedosi Baking Co. regarding bread donation. Confirmed cheese donation. Informed purchasing committee of purchase requirements.

October Wrapped plastic ware, contacted Piantedosi 1 week prior to confirm Bread donation. Prepared garlic spread 2 days prior

Detailed Schedule of Duties on Event Day/Night:

() not applicable

10am Pick up bread from Piantedosi Bakery

noon - 1pm

1:30 - 3:30pm Prepared garlic bread, filled cheese shakers, Set out bins of plastic ware

4:15

Inventory of Materials received: _____ signature of sub chair

(x) folder containing:

past reports, kitchen map, google directions to Piantedosi

(x) items belonging to Spaghetti Supper Committee

Cheese Shakers, 1,500 Napkins, 500 spoons, extra plastic ware packets

() Items returned (initialed by SS Chair) _____ sign. of Chair

Changes/Suggestions:

What bombed:

What went well:

Nuts and Bolts:

Planned for:

Actual:

Purchasing Requirements: 60 sticks butter = 16 pounds ✓
10 cups olive oil ✓
2 1/2 cups garlic powder ✓
1 1/4 cups dried oregano ✓
1 1/4 cups dried basil ✓
2 large rolls aluminum foil ✓
1500 plastic forks ✓
1500 plastic knives ✓
1500 paper napkins ✓
333 yards ribbon
500 spoons ✓