

2007 Spaghetti Supper Committee Report

Committee Name: Beverage
Chair Name: Donna Margolies

Summary

The beverage committee is responsible for obtaining all drinks and drink supplies for the Spaghetti Supper. Drinks include juice, milk, water and coffee. We also served Tea if requested. Drink supplies include cups, straws, creamers, stirrers and sugar. Drinks and supplies are either donated from local merchants (juice, coffee and water), purchased from BJ's/Costco (cups, straws, stirrers and sugar) or ordered from the school food service manager (milk and creamers).

The beverage committee is responsible for the following activities:

Soliciting and coordinating donations from local merchants.
Making a list of all supplies required for the purchasing committee to buy.
Ordering supplies from the school food service manager.
Coordinating delivery/pickup/storage of all donated, purchased and borrowed supplies.
Setting up the beverage tables on the night of the supper and keeping it stocked.
Helping the children get drinks on their trays and serving coffee to the tables.
Writing a summary of their experience for use by the following year's team.

Our team had 10 people; 1 chair and 8 volunteers. We had 5 adults work each shift. There were 2 shifts 4:30-6:30 and 6:30-8:30. You will need 2 adults available to serve coffee and tea at all times.

Lessons Learned

1. Beverages are somewhat dependant on the weather, if it is a warm night, expect a lot of requests for water and if it's cool, expect to serve a lot of coffee. We also offered tea, by preparing my Airpot thermos dispenser at home. There is no easy way to get boiling water at school.
2. We had at least one man each shift which really helped as we carried lots of heavy liquids. Wear comfortable clothes and shoes. As Welch's didn't donate this year, the responsibility to store and schlep from home *all* the juice/water donations falls on the committee members. The
3. Welch's was unable to donate this year. Please don't write them off, the contact is jbrown@welch's.com. ~~Jeff Brown~~ has been generous in the past, so I think a

no longer works for welch's —

nother try will be Ok. Email is the easiest way to contact him. Be persistent; he's likely to not respond the 1st try!!

4. There should be 2 chairs for this committee. When we were left without juice 2 weeks before the dinner, I needed to solicit and collect donations or spend \$\$ on juice. No juice didn't seem like an option.! So, another member helped me out on that at the last minute. I had 1 committee meeting 2 weeks before the dinner, and it was helpful to meet for this reason alone. Also, knowing the faces on "the team " was of benefit to all.

5. ✂ We received our coffee donation conveniently pre-brewed by Starbucks!
6. 2- 5 gallon "Cambro" insulated containers (one each decaf and regular) were picked up at 4:00 and were plenty warm the whole time!! We only used 1/3 or less of the decaf, and brewed another pound of coffee at 6:00 as backup, but didn't need it. We did use all the regular. We really saved a lot of work this way; no emptying coffee grounds and carrying full pots of coffee thru the kitchen several times! We used our own coffee pots to pour the coffee at the requested table. Carrying hot open drinks is a no-no in that diningroom!! We set up a table near the server entry door for the Cambros ,baskets of sugars and stirrers ,and creamers. This spot is a good vantage point for the coffee-parents to catch the kids as the come *running* into the serving area and help with the traffic flow!
7. The variety of juiceboxes (both brand and flavor) required abit of server guidance with choices . We set up a bunch at one end of the table and let them pick. We had enough individual water bottles for the 1st half of the meal also. When those ran out we resorted to pouring cups of water on trays, and kept the supply of 2 or 3 dozen cups filled!
8. We filled a basket with the napkin wrapped utensils and put it on the juice/water/milk table for servers who had forgotten. It prevented reverse flow into the serving area!

List of Items Needed

DONATIONS 2007 Beverages Committee

Starbucks
Store # 816
159 Sudbury Road
Concord MA 01742
978-287-0183

Manager : Melissa
2 5 gallon Cambros
1 each decaf and regular/mild
each serves 250 people

plus 1 lb. Decaf (didn't use) and 1lb regular to brew

Kraft/Veryfine 10 cases of fruit 2-0
Mary Morton Customer Relations
20 Harvard Road
Littleton, MA 01460
978-486-3522
mary.morton@kraft.com

*no personal contact made. works 8-1
EMAIL and phone only. m-TH*

Donelan's Acton store \$50 gift Card
248 Great Road used for juice boxes
Acton, MA 01720
978-635-9893
Mr. Jerry Griffin Manager

Trader Joe's \$40 of Juice boxes
145 Great Road
Acton, MA 01720
978-266-8906
Ms. Heather Fernald Associate Manager

Crosby's Supermarket Inc. \$75 Gift Card
211 Sudbury Road used for juice boxes, tea and ice
Concord, MA 01741 didn't need the ice!
Ms. *John Cummings*
978-287-5713

Stop & Shop 30 gallons of S&S water
337 Great Road
Bedford, MA 01730
Ms. Gabriella Maglione
781-271-9400 press '0' for customer Services

Hannaford's 200 Juice Boxes

Timeline

August Secure donations
Beverage committee worked with Starbucks, Donelan's, Crosby's, Trader Joe's, Hannaford and Stop & Shop *and Very fine.*
Best approach is in person with a follow up letter confirming their commitment.

September Purchase supplies
Give the list of dairy items needed to the CPS food manager. She will bill the Spaghetti Supper committee after the event.
Check the supplies leftover from the previous year's supper. Create a list of items needed and give to the purchasing committee.
Arrange to borrow items
Serving coffee pots usually come from the committee.
Coffee makers and baskets were borrowed from the CPS food service manager.
The 2 6' tables were borrowed from the CPS facilities manager.

Saturday Make sure you have all donated,
before purchased and borrowed items.

Monday Make sure dairy delivery has arrived. At least 2 people coordinate /deliver juice and water donations to school. At the dinner, we used the 2 large refrigerated coolers in the dining room, one for dairy, the other juice and water. We used the main walk-in fridge for overnite storage, but I think you can put the stuff directly in the dining room coolers, skipping the main walkin, *and* subsequent work of moving all the stuff the next day!! There is a dolly in the kitchen.

Day of Spaghetti Supper

3:00pm Arrive at school.
Make sure 2 6' tables are set up.
Set up tables with tablecloths and non drink supplies.

4:30pm If not using single-serving bottles, Start filling cups with water. This activity will go on all night.
Set up Cambros on coffee table, assign coffee parents and water parents
Put straws and utensils in a basket on the juice table.

Put milks , water and juice out on table.

Put creamers, sugars, .stirrers , and cups in baskets for coffee servers.

5:00pm Servers and guests arrive. Keep beverages refilled
constantly.

Coffee serving parents can circulate in the room to offer coffee if they 'd
Like to. Some parents weren't too keen on this, others had a blast.

**8:00pm to
9:00**

Cleanup.

School or food pantry will take any leftover juice, water, milk, coffee and
creamers.

Pack up all non drink items to pass onto the next years committee.

Clean out coffee makers and empty thermal containers.

Arrange to return any borrowed items