

Supplies Required:

1500 each plastic forks & knives (you can reduce by amount left from prior year if using those)

1500 napkins

Ribbon or Other to wrap the plastic ware

500 spoons **NOT NEEDED FOR A VERY LONG TIME** (maybe use 50 at the event)

Aluminum Foil (jumbo one from Costco should be good for 2 years; we got this year so you should be okay with what was leftover)

60 Sticks of butter

10 Cups olive oil

2 ½ Cups garlic powder (2 12.25 oz containers is plenty)

1 ¼ Cups dried oregano (1 2.5 oz container is plenty)

1 ¼ Cups dried basil (1 2.85 oz container is plenty)

Timeline of Duties:

- August Review binder and come up with a plan
 Welcome e-mail to committee members letting them know plan and giving a
 September meeting date.
 Locate supplies left over from last year.
 E-mail to procurement confirming supplies needed and timeline needed.
 ~~Start wrapping utensils if possible.~~
- September Work out bread donation
 Committed meeting; assign shifts and/or tasks
 ~~Continue wrapping utensils~~
- October Confirm bread donation
 Confirm cheese donation with sauce committee
 Make garlic butter spread
 Give bread donation info to procurement person for thank you letters
- Day of Event Pick-up bread
 Prepare bread in the kitchen
 Fill cheese shakers
 ~~Deliver plastic ware~~
 Bake and serve bread

We picked up the bread at the bakery in Malden about noon on the day of the event-it was all boxed up and easily fit into a SUV. This year the bread was given to us frozen (make sure to specify FRESH). At 2:00, 5 committee volunteers met in the school kitchen and sliced the bread in half lengthwise, spread the garlic butter sauce on only one side, placed the 2 halves back together and wrapped in tinfoil (*we didn't slice each loaf into the 1" slices until after we baked them).

The school kitchen had the knives to cut and spread the garlic butter but we had to bring in the garlic butter, bread, and tinfoil. The school kitchen also had trays to load the loaves on when we were done so we could place them in the oven for later. The whole process took about 2 hours to complete.

At 4:45, we had three volunteers show back-up in the kitchen to start final preparation. We had one person take the loaves on the trays (4-5 loaves per tray) and put them in the ovens (get about 5 trays in at a time) at 400 degrees for 10 minutes. Once out of the oven, put them in the warming oven until needed-I would recommend being aggressive up front by getting these into the oven quickly so you do not run out-they stay fine in the warming oven. We sliced the loaves into 1" slices after they were baked. We had 2 people at the serving table unwrapping the foil and placing a slice of garlic bread on each plate. We ran 2 shifts of kitchen prep and the second shift was responsible for the final clean-up including gathering all the final supplies such as the cheese shakers.

Cheese Shakers:

The purchasing person (Donna Perkins) had a box of about 50 cheese shakers for 30 tables. We confirmed the sauce committee was able to procure the cheese on the day of the event, while we were preparing the bread, we filled the cheese shakers and placed them on the tables-this took about 30 minutes and my kids did most of the work. At the end of the night, collect the shakers, empty them, and clean the containers for use next year.

Plasticware:

The bulk of the prep work was wrapping the plasticware in napkins. You need to ask the procurement person for at least 1500 forks and 1500 knives and 500 spoons. We wrapped a fork and knife in a napkin and tied each with a ribbon and placed in a box. This can be very time consuming, so start early and be creative. We had a committee get together and used it as a wrapping party to kick things off and sent people home with kits to complete. We also invited some of the students over for a pizza dinner and had them wrap them also. We started out 3 weeks ahead of time and finished comfortably. Don't underestimate the work here and wait until the last minute because you won't finish. You should also verify how many tickets are being sold as we wrapped 1700 this year just to be safe. This year Lisa Harris prepared and wrapped all the forks and knives.

The spoons do not need to be wrapped as they are set up by the coffeepot and used for coffee.

Supplies required:

1500-2000 each plastic forks & knives
1500-2000 napkins
Ribbon to wrap the plasticware
500 plastic spoons
Aluminum Foil
60 sticks of butter
10 cups of olive oil
2 ½ cups garlic powder
1 ¼ cups dried oregano
1 ¼ cups dried basil

Timeline of Duties:

August	Review binder of past reports and formulate a plan Welcome note to committee members and letting them know the overall plans Note to purchasing person to confirm supplies and schedule and get cheese shakers
September	Get bread donation Committee member meeting Start wrapping plasticware
October	Confirm bread donation Make garlic butter sauce
Day of Event	Pick-up bread Fill cheese shakers Deliver plasticware Prepare bread by cutting, spreading garlic sauce, and wrapping in foil Cook bread and slice into 1" slices and serve on plates Thank you note with Tax ID to bakery for bread donation

Lessons Learned:

Read the previous reports and don't delay things to the end. Be prepared and get help from the other members. This is not really difficult assignment if you have a plan and get good support. This year the bread was frozen so be sure you specify that the bread should be fresh. The procurement person should make a note that Asiago cheese was purchased this year for us but we did not use it since it is not in the garlic bread recipe. We only needed 110 loaves of French bread this year and the 120 loaves recommended from the previous year was too much.