Chair: Timm Brandhorst

Responsibilities: Distribute cookies to servers on night of supper

Timeline of Duties:

· Early June: Call Sue Robichaud (in the school kitchen) to introduce yourself.

- Mid-September: Call Sue to have her order the cookies. Remind Sue to schedule
 an "easy" lunch the Monday before the supper, so that she's not using all of her
 baking sheets for lunch she'll need them for the cookies. (She asked that we
 remind her of this, so do it when you call her in Sept.!). Get the parchment paper
 to Sue so she has it for baking.
- Day before the event: Sue will bake the cookies (we offered to help, but she really seems to want to do it herself).
- Day of event: We had 3 people for each of the two shifts. The first shift was 4:15-6:15, and the second shift was 6:15-8:15. As the two lines of servers (6th graders) feed into the middle of the 2 serving lines, we had 2 people there -- each taking a cookie with a napkin and placing it on each server's tray. Easy, but we were busy the whole time.

Purchasing Requirements:

- Sue Robichaud will order the 1400 peanut-free cookies from the school supplier.
 The cost is @ \$300.
- There is a big roll of parchment paper with the Spaghetti Supper supplies, so give this to Sue to use when she's baking the cookies.
- You will also need 1400 beverage-sized white paper napkins for serving the cookies (procurement got these for us).

Improvements for next year:

If the serving lines are organized the same way next year, you really only need 2 people per shift for desserts. This year the third person helped other committees – filling cheese shakers, salad bottles, acting as a floating helper... We also didn't need to be there quite so early, but we helped set up plates, utensils, napkins, etc..