

## SUMMARY OF TASKS FOR SALAD COMMITTEE

Choose committee

Get volunteers to sign up for shifts and donation pick up duties

Solicit donations from area grocery stores (see list)

Contact Acme Produce for lettuce donation

Discuss supplies with supply coordinator (plastic wrap and 1800 salad bowls)

Keep volunteers informed and send e-mail reminders before event

Coordinate pick up of food items for the day of or the day before the event

Afternoon of Spagetti Supper wash and cut cucs and red onions (if you have them), wash tomoatoes, and assemble salads

Continue making salads through the evening, counting people left in line beginning about 7PM

After event write thank yous and wrap up notes for the next year