**Hospitality Checklist**

Meet Restaurant Donors Contact Person Notes

|  |  |  |  |
| --- | --- | --- | --- |
| **Trophy Meet**  | Olive Garden | Jeremy  | likes email – he will donate, can follow up with phone call to confirm |
|   | Red Robin | Melisa 222-5999 |  |
|   | Manhattan Bagel |  | Cyndy Reed |
| **Junior Olympics**  | Ultimate Pizza | Eric- owner |  |
|  | Sailing Boat |  | Mimi Aung |
|  | Famous Daves | Loren – 226-7427 – email: loren@famousdaves-redding.com | Famous Dave’s continues to be excited to donate, we only need to ask |
|  | Holiday Market |  | muffins – Tram Ankeny |
|  | Manhattan Bagel |  | Cyndy Reed |
| **Whiskeytown** | Manhattan Bagel |  | Cyndy Reed |
| **November Meet** | Famous Daves | Loren – 226-7427 – email: loren@famousdaves-redding.com | Famous Dave’s continues to be excited to donate, we only need to ask |
|  |  |  |  |

Outside Volunteers

|  |  |  |  |
| --- | --- | --- | --- |
| Groups | Contact Person  | Agreement | Notes |
| CHP Explorers | Barrett Barnwell: BBarnwell@chp.ca.gov | Check with groups 6-8 weeks | Rule is $8/hour with a maximum of 24 hours/day paid – four workers for six hours (or visa versa)= $192/day or maximum of $348 for a 2 day meet. |
| Simpson |  |  |  |

Food

|  |  |  |  |
| --- | --- | --- | --- |
| Lemonade | Half container of country time lemonade mix from Costco – large mixed in drink cooler full of water. |  |  |
| Iced Tea | 50 tea bags in a water container with a small amount of water in the bottom, set out to make sun tea. Mix that with water to fill drink cooler. |  |  |
| Parfait | For 150 people: 10 large containers of yogurt from Winco of vanilla and 10 of strawberry – $2.14 each. 2 Large granola packs from cash and carry and frozen berries from cash and carry about 1 ½ boxes. |  |  |
| Bagels |  cream cheese – 1 large container from cash and carry |  |  |
| Snack mix | Snack mix from costco, granola snack mix, gold fish and cheese its. Mix together. |  |  |
| Fruit | Put on sign-up sheet need 4 people each day: must bring cut and ready to serve. |  |  |
| Cookies/Brownies | Put on sign-up sheet – 6-8 each day. |  |  |
| Lunches | 125 meals for November and Trophy Meet175 meals for Junior Olympics and NVAL |  |  |

Inventory

|  |  |  |  |
| --- | --- | --- | --- |
| Items  | Quantity | Vendor/Store | Note |
| Large Container (Tub) | 3 |  |  |
| 16 oz. Styrofoam cups |  |  |  |
| Napkins |  |  |  |
| Plastic utensils |  |  |  |
| Gloves  |  |  |  |
| Pitchers |  |  |  |
| Serving Trays |  |  |  |
| Tongs |  |  |  |
| Bowls |  |  |  |
|  |  |  |  |
|  |  |  |  |