



Attendance: 62 people

**Left overs:**

Terra Chips	2 Bags out of 4
Sandwiches	4-5 Sandwiches of 30
Mellon	2 mellons
Cellery	1 of 3 heads
Green Bell Peppers	4 of 12 bell peppers
Carrots	1.5 lbs of 5 lbs
Salad	1 lb of 4 lbs
Hummus	1/2 the container
Tzatziki	1.5 containers of 2
Grapes	1/2 of the 2 containers
Half & Half	1/2 of the half gallon container
Dressing	Less than 1/4 of bottle left
Cookies	8 of 60 cookies

**Ran out of....**

Cherry Tomatoes	
Florentine Cookies	Big hit - Gluten free

Sold left overs for \$42

**Process:**

1. Get head count from Joyce Vodal the week before
2. Purchase Food
3. Plates/Utensils provided by Coffee Hostess (not us)
4. Only Coffee item needed is Half & Half
5. Due to complaints on hot water dispenser brought our own
6. We were responsible for serving plates and utensils

7. Arrive between 8-8:30 am to stage food
8. Plated and refrigerated food
9. 11:00 tossed salad and put out food during business meeting.
10. Food served - refilled salad/fruit/vegies/chips as supply was depleted
11. Cleaned up afterwards and put extra food into quart size zip locks to sell
12. Ask them to announce food for sale before/after program
13. At start of meeting give Treasurer receipts for food and will get check immediately
14. At end of meeting give sales proceeds to Treasurer

**Remember to bring:**

Serving Plates

Serving Utensils

Latex gloves

Saran Wrap

Zip lock bags - quart size

Ice