**Chili Fest Meeting**

**12/9/2022**

**Amy/Sally**

Next Meeting:

* Fri. 12/16 – 1:00pm
* Include trip to storage room.
	+ tablecloths
	+ utensils
	+ table #’s

Tasks:

* Amy
	+ Place notice on bulletin board at Gateway
	+ check in with Marvin
		- how many volunteers in this room
		- electrical set-up at 2:30pm **?????**
	+ check in with Dolly
	+ **Microphone** for Amy leading Auld Lang Syne
* Sally
	+ check in with Al Peters re: finances
	+ check-out paper good options
	+ ask Anne to allow me into website re: registrants
	+ \*\*\*\*\*\*\*follow up with Sue Wetzler regarding publicity
	+ Ask Idelle if she will be a greeter
	+ Ask Jacky if she will help with set-up
	+ Ask Ana if she will help in kitchen
	+ White tablecloths from Lynne for salad and appetizer tables
* Reminders:
	+ \*\*\*\*\*Notice sent out for volunteers for specific tasks
	+ Email chili makers
		- List of ingredients
		- Serving utensils
		- Bring hot and turn on low/warm
	+ Cornbread
		- Ingredients (gluten-free)
		- Cut- into small squares if making pan rather than muffins

Entry Hall:

* 2 greeters
	+ Anne creates name tags
	+ Lay out name tags in alphabetical order
	+ Smile 😊
	+ Arrive at 3:30

Kitchen:

* Dolly – 2 kitchen staff ($50/hr)
	+ Supervise salad and appetizer prep in kitchen
	+ Fill jugs with ice and water for each table
	+ Assist with dish washing and kitchen clean-up
* **Volunteers – 4/5**
	+ Prep salad and appetizers
	+ Assist with clean up in kitchen
	+ Arrive at 2:30pm
		- Scott – Marcy – Ana L – Kikkan

Food room:

* Set-up same as last year
	+ Vegan chili separate table
* No tablecloths
* Marvin/Albert – arrive
	+ assist with arriving pots of food
	+ maybe **2 volunteers** to assist Marvin **????**
* paper goods

Main Room:

* Set-up
	+ 5 tables:
		- 3 for salads/cornbread
			* Set to the right of the stage
			* White tablecloths
* 2 for appetizers
	+ - * Set up in front of stage
			* White tablecloths
			* **2 volunteers** to supervise and clean/clear??
	+ 10 ?? tables of 8 tops
		- **Volunteers - 5**:
			* Black table clothes
			* Center pieces
			* Glasses/forks/spoon/knives (butter for corn bread?)
			* Water pitchers

Clean-up: **4-6 volunteers**

* Collect large bags
	+ For black tablecloths
	+ For white tablecloths
	+ For trash left on tables
	+ For table #s
* pack-up left-overs
* pack-up items for storage locker