**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