

All Saints Christmas Party Planning Guide – 2003 update.

Set the date in Mid November.

Normally 2 Sundays before Christmas

- Coordinate with other church events that Sunday.
- 4:30pm: Children's Pageant
- 5:00pm: Dinner (ends around 7 or 7:30)

Decide on the format

- Combination buffet and sit-down dinner or all buffet
- Church provides and cooks meat, potatoes, vegetable, drinks
- Parish provides appetizers, salads, bread, wine, dessert
- Decide how much to ask per person (could be \$0 if we have the budget).
- Buffet items
  - Appetizers (5 to 5:30)
  - Salads and Bread (5:30-6)
  - Dessert (after dinner, 6:30 till end?)
  - Beverages (continuous)
- Served on table (or at buffet table)
  - Entree (meat, potatoes, veggies)
  - Condiments
    - Christmas Carol sing-along is traditional after dinner

Three Weeks prior to Party

- Announcement in Calling All Saints
- Announcements in Church
- Take food signups after church; give reminders
- Check hospitality supplies and replenish
- For party, use real plates and utensils, clear plastic cold drink cups, paper coffee cups, paper dinner napkins
- Check coffee and tea supplies
- Check that Salt and Pepper shakers are filled and available
  - Recruit helpers
- **Overall coordinator**, (\_\_\_\_\_) makes sure all other coordinators are assigned and know what tasks they are responsible for and what the deadlines are.

- **Food coordinator**, ( \_\_\_\_\_ ) sets menu, finds food suppliers and cooks and shoppers, makes shopping list and plans kitchen schedule for day of meal

- **During party, need 2-3 people watching over buffet tables, consolidating food, refilling punch** ( \_\_\_\_\_ )

- **Setup and Decorations Coordinator** plans, purchases and puts up decorations ( \_\_\_\_\_ )

**People to set up tables and chairs for 100-140 (?)**

**Buffet tables and seating tables (see attached layout from 2003 dinner.**

*Appetizers (5 to 6:20)*

*Salads and Bread (5:30-6:20)*

*Dessert (after dinner, 6:30 till end?)*

*Punch table, plus room for water(milk?) in pitchers*

*Coffee and tea table or cart*

*Wine/Beer on door table; move to other side of mini-wall*

**Tablecloths and decorations for tables** ( \_\_\_\_\_ )

- **Cleanup Crew Coordinator** (plus 2 hired staff) \_\_\_\_\_

Ask Sexton (Kevin) to put extra paper supplies in rest rooms

Ask Kevin to put an extra trash container in the rest rooms as container overflows from heavy usage.

Hire staff to clean up kitchen

Marta Torres and daughter: 323-7438 (we payed \$12 per hour in 2001) .

They will work approximately 5:30 - 9

Recruit helpers from parish to clear tables, take down tables/chairs and put away, sweep parish hall

• **Beverages Coordinator** (\_\_\_\_\_)

• Punch (find one person to make punch and keep it supplied)

• Water (and milk?)

• Coffee and tea

• Wine/beer table setup, corkscrews, bottle openers

• **Entertainment Coordinator (Need to arrange with Al)**

• Christmas Carols (piano, sing-along)

1 Week prior to Party

- Shop (Costco, other)
- Deliver to All Saints kitchen
- Decorations person: purchase supplies, confirm time with helpers
- Confirm assignments and schedule with all helpers
- Confirm menu and kitchen schedule

Saturday Before Dinner?

- Tables and chairs to seat approx 100-140 (?) people
- 2 buffet tables on either side of room for appetizers, salads/breads, and desserts – Layout needs work to improve flow.
- Tablecloths
- Decorations

Sunday ?? to 6pm

• Prepare food

Put meat in oven at 10:40. It was done at 1:30. Adjust entry time to 11:30/12:00 which should be med rare by 2/3:00

- 1:00 to 3:00 shift needs 4 people
- 3:00 shift needs 1 or 2 people
- 5:00 shift needs 4 people to help scoop, carve and serve

Sunday 4:15 to 5pm

- Have volunteers in Parish Hall kitchen from 4:15 to 5 to receive food, refrigerate, set out, etc.
- Punch must be made and refrigerated
- Coffee must be set up and made; hot water also

After dinner and carols: clean up

- Clear tables, put away tables and chairs
- Clean up parish hall, including sweeping
- Put away leftover food; take to Food Closet kitchen
- Wash dishes
- Take tablecloths home and wash
- Clean up kitchen