

All Saints Christmas Party 2001

When

- Sunday, Dec 16
- 4:30pm: Children's Pageant
- 5:00pm: Party (ends around 7 or 7:30)

What

- Combination buffet and sit-down dinner
 - Church provides and cooks meat, potatoes, vegetable, drinks
 - Parish provides appetizers, salads, bread, wine, dessert
 - 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
- Entree (meat, potatoes, veggies)
- Condiments
- Christmas Carol sing-along

Weeks prior to Party (3)

- 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
- Recruit helpers
 - **Food coordinator, Dennis Romley** sets menu, finds food suppliers and cooks and shoppers, makes shopping list and plans kitchen schedule for day of meal

• Chef Michael Orr will cook along with a team of men.

• Jim Viglizzo has a source for meat at a great discount; Dennis to contact and ask him to purchase meat

• During party, need 1-2 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 200 (?)

Buffet tables on both sides of Parish Hall??

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

Leave room in aisles to get carts through from kitchen to tables with main dishes

Tablecloths and decorations for tables (_____)

- Cleanup Crew Coordinator (plus 2 hired staff) _____

Hire staff to clean up kitchen

Marta Torres and daughter: 323-7438 (we pay \$12 per hour) MI will call.

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 (Margaret will 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 Dec 15 Setup, time?

- Tables and chairs to seat approx 200 (?) people
- 2 buffet tables on either side of room for appetizers, salads/breads, and desserts
- Tablecloths
- Decorations

Sunday ?? to 6pm

- Prepare food

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