

## **Spaghetti Dinner Committee Leads**

Thanks for considering being a part this low-key committee to put on a fun, traditional event for all BPA families! Many of the logistics are already in place from past years so you won't have to start from scratch, and there's also room for new ideas. Committee leads report to the event Co-Chairs, and will only meet two times, November & January (dates tbd.) Most of communications will be handled via email.

### **Pre & Day of Event:**

#### **Food Procurement Lead (Dec-Feb 3)**

- Finalize food quantities needed with Kitchen Leads/Cooks
- Contact previous 2017 vendors to verify donations for 2018 (list provided)
- If needed, find additional vendors for food donations
- Coordinate pick-up of donated food/deliver to BHS
- Coordinate purchase of any remaining food items
- Coordinate purchase of plastic forks, paper plates, bowls, cups/deliver to BHS

### **Day of Event Only – Feb 3:**

#### **Kitchen – Front of House Manager**

- Supervise food servers & portion control—parent & student volunteers
- Manage guest line control—keep two lines moving
- Manage table clearers, water jug refilling, trash/compost removal—parent & student volunteers

#### **Clean-Up Manager**

- Supervise tear-down and clean-up—parent & student volunteers
- Coordinate with BHS custodian