



30 School St.
Tilton, NH 03276
(603) 286-4342
tiltonschool.org

Tilton School Team/ Group Feeds at Head of School House

Purpose: To provide a meal for a particular team or group on Tilton School campus. *This is a parent-run program which means the parents organize, set up, execute, and break down the entire event. Tilton School faculty and staff are not responsible for executing this event.*

How to Plan a Team/ Group Feed:

- One parent should take the lead to organize the team dinner, they will be in charge of communication with the Director of Alumni and Parent Engagement and Head of School Executive Assistant and then to the group.
- The parent should email the coach to find multiple dates that fit in the team schedule and the coach has the availability to attend the entirety of the evening. *Having multiple dates makes for easier booking with the Director of Alumni and Parent Engagement and the Head of School Executive Assistant*
- The parent should email the Director of Alumni and Parent Engagement (pdeveaux@tiltonschool.org) and Head of School Executive Assistant (adespins@tiltonschool.org) to confirm the Head of School house is available for use.
- Once the date is confirmed, the parent organizing the event should reach out to coaches to confirm and get the list of parent email addresses on the team/group.
- **Food allergies are common, we request that you do not serve any dishes with nuts and have a gluten-free and vegetarian option on the menu.**
- The parent should send out an email to all parents requesting food, additional support, etc. *For long-distance boarding student parents who wish to support, there are plenty of restaurants nearby offering delivery.*

Head of School House:

- The first floor of the house is available for use which includes the mudroom, kitchen, dining room, bathrooms, and two living rooms. *The upstairs and back apartments should be considered off-limits.*
- To unlock the Head of School house prior to the dinner parents should contact the Administrator on Duty (603) 520-6400.

- Parents and students should enter from the back of the house near the gravel driveway.
- Shoes should be removed to protect the floors.

Day of Team/ Group Feed:

- Parents are able to use cooking supplies/appliances as needed such as pots, pans, ovens (a microwave and two ovens are in the house), mixing bowls, etc.
- **Leftover food should be removed from the house to prevent spoilage.** Food can be given to students to take to the dormitories. Unopened bottled water/ drinks can be donated and placed in the fridge (if there's room), or given to students to take to the dormitories.
- Following the feed, parents should **remove all trash** and place it in the dumpster near the MacMorran Field House.
- **In the event of an emergency, coaches/parents should contact the Administrator on Duty (603) 520-6400**

Head of School House Resources to Use:

- Double ovens
- Microwave
- Two Dishwashers
- Basic pot and pan sets
- Refrigerator and freezer (*limited space available***)