

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Flea Market Concessions

TOTAL TIME COMMITMENT: 12-15 hours

NUMBER OF VOLUNTEERS NEEDED: A LOT!

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: Set up; cook burgers/brats/hotdogs, serve food; clean up; break down and put away at the end of the day

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): Tables, 4-5 coolers, grey rolling cart, coffee pots, roasters, extension cords, grills from band garage

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): See attached list

WHERE/HOW TO ORDER SUPPLIES: Hostess (1 week ahead); donuts (1 week ahead), pretzels (1 week ahead), Social Activities Chairperson will place Sams/meat order (3 days ahead)

ADDITIONAL SUPPLIES NEEDED: Locking containers for condiments, large container for soaking utensils, hand soap, cleaning rags, forks for pickles, spoons for relish, water container for hand washing, bucket to catch water under hand washing area, tongs and flippers for BBQ'd meat, aprons, gloves, money box and bag, calculator, scrap paper, pencil

SET UP GUIDELINES (When? Where?): 5 a.m. Commons (see diagram in Flea Market Concession binder for table set up)

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): NA

WHO TO CONTACT WITH QUESTIONS: Social Activities Chairperson, Flea Market Fundraiser Chairperson, Bandstanders Treasurer

ADDITIONAL COMMENTS: Submit request to County for food permit 1 month ahead of Flea Market date.

Food List:

Nathan's beef hot dogs – (6) 10 lb boxes (100 per box) pick up at cafe
hamburgers – (7) 10 lb boxes (40 count each)
bratwurst – (4) cases
soda - (this will depend on how much we have in the closet already)
 Mountain Dew – (8) cases (36/case, 288)
 Sprite – (6) cases (32/case, 192)
 Diet Pepsi – (8) cases (36/case, 288)
 Pepsi – (8) cases (36/case, 288)
 Sunkist Orange – (5) cases (24/case, 120)
 Dr. Pepper – (8) cases (24/case, 192)
 Diet Dr. Pepper – (4) cases (24/case, 96)
 Root Beer – (6) cases (24/case, 144)
coffee - regular and decaf. (usually 1 - 30 cup pot of decaf. and 2-3 larger pots of reg.)
water – (10-20) cases (depends on weather and how many we have in storage)
chips – (6) variety packs
pickles – (3) gallons of hamburger pickles
relish – (2) gallons
BBQ sauce – (2) 2 pack (45 oz per bottle)
mustard – (3) 2 pack (30 oz each bottle)
cookies – (2) boxes
candy -
beef base – (2)
cream and sugar – (2) containers each (check closet before ordering)
donuts - Fenton Donut Shop (20 dozen) list is in Flea Market Concession binder
pretzels - Gus's Pretzels 400 @ .25 each CASH ONLY
hot dog and hamburger buns - Hostess (35) packs hamburger, (110) packs hotdog

Non-Food Items:

foil sheets - (3) boxes (500 ct. each 12"x10.75")
wax sheets (enough for donuts and pretzels) check closet before ordering
stir sticks
napkins
cups for coffee