

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Senior Breakfast

TOTAL TIME COMMITMENT: Approx. 3 hours 6:30-9 a.m.

NUMBER OF VOLUNTEERS NEEDED: 8

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: Set up and cover serving tables; prepare (wash/cut) fruit; place casseroles in warmer; keep serving table supplied with food and serving plates/utensils; pour drinks; clean up

EQUIPMENT NEEDED AND QUANTITY: (Chairs, Tables, Coolers, Extension Cords, Other) **Microphone, Round tables**

SUPPLIES NEEDED AND QUANTITY: (Food, Water, Other) **Depends on number in band. See attached list**

WHERE/HOW TO ORDER SUPPLIES: **All items are supplied by parents except plates, napkins, cups and flatware (these items are in the band closet)**

ADDITIONAL SUPPLIES NEEDED: **NA**

SET UP GUIDELINES (When? Where?): **Lindbergh Room 6:30 a.m.**

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

- **Director of Bands reserves the Lindbergh Room (set date in January).**
- **High School custodian office will need to be notified in advance to set the room up with round tables.**

WHO TO CONTACT WITH QUESTIONS: **Social Activities Chairperson**

ADDITIONAL COMMENTS:

- **Post sign-up sheet at March and April parent meetings for donations.**
- **Call parents to confirm donation 2 days prior to breakfast.**
- **Post notes in band hall so students don't eat breakfast before school that day.**
- **Contact Percussion Band Director to arrange for percussion to be present.**
- **Contact Freshman Band Director to arrange for freshman to be present.**
- **Contact Color Guard Director to arrange for Color Guard to be present.**
- **Contact Electronic Communications Chairperson to post announcement on web site for donations.**
- **Any fruit not being donated needs to be purchased the day before the breakfast.**

Food List

Fruit

60 bananas

16 lbs. strawberries

10 red apples

10 golden apples

12 lbs. red grapes

14 casseroles

8 dozen muffins

8 dozen bagels – sliced

9 gallons orange juice

7 gallons milk

water

2 Marzetti chocolate fruit dip

1 Marzetti cream fruit dip

1 Marzetti strawberry fruit dip

cream cheese