

Social and Quarterly Dinner Cook Instructions

1. The **Cook** sets the menu. The menu is only expected to include a main course and one side dish. The **Cook** may also include additional side dishes, condiments, and dessert, if they wish.
2. Based on the number of attendees expected, the **Cook** determines how much food needs to be purchased. If the **Cook** wishes to be reimbursed, they should be mindful of costs when they choose the menu – we only bring in \$15 per Social dinners and costs should be targeted at approximately \$10 or less for food stuffs per person. Quarterly dinner budgets may be increased depending on the menu. Contact the **Quartermaster** for authorization for an increased budget.
3. For reimbursement, be sure to keep all receipts and give them to the **Treasurer** or money taker. If you prefer to donate the food stuffs, thank you for the donation!
4. Please avoid providing free appetizers as this may discourage attendees from purchasing dinners. The Club will provide chips and nuts in the bar.
5. The **Cook** should be prepared to give the menu information to the **Quartermaster**, Chris Roust (croust@gmail.com) as early as possible so that he can include it in the Weekly Update newsletter published each Monday.
6. Assume that approximately 30 people will be attending each Social. The **Quartermaster**, Chris Roust, will provide an estimate updating this number of dinners reserved by Tuesday evening before the event.
7. Doors open to members at 5:00 and dinner is served at the **Cook's** convenience between 5:45 and 6:00. Schedule the cooking so that all food preparation and cooking is completed in time.
8. Access to the building can be arranged by texting or calling the **Quartermaster**, Chris Roust, at (209-8808). He can immediately disarm the alarm system and unlock the kitchen, pantry and entry door remotely. Alternately, he can give you a door code if you wish.
9. Due to the liquor license requirement that bartenders be trained in serving alcohol and possess a current TAP card, bartending is scheduled separately by the **Dinner/Bar Host Chair**, David Kirstien.
10. Serving tables, dinner tables, and chairs are usually set out by other attendees. If that is not happening, the **Cook** may need to ask for volunteers.
11. Dinner tickets are sold by the **Treasurer** or other money taker in exchange for payment of the dinner fee. The tickets should be collected in a bowl at the kitchen counter.

12. The **Cook** may enlist help from other Members or friends. Up to 2 helpers at Socials (or up to three helpers at Dinners) are each entitled to 2 drink tickets and 1 dinner ticket at no charge.
13. Dirty dishes should be stacked in the kitchen. The dishes should be scraped and rinsed by those attending and flatware should be put in a pan of water to soak. The **Janitor** will wash the dishes at a later time.
14. Social hours are 5:00 pm to 7:00 pm with a last call at 6:45 pm. Quarterly Dinner hours start at 5:00 pm with a last call at the discretion of the **Bar Host**.
15. Once the dinner has concluded, the tablecloths and other table contents should be cleared. The **Cook** may need to ask attendees to do this or do it themselves if that is not possible. Tables and chairs may be re-stacked and put away by those present or left for the **Janitor**.
16. Any leftovers can be boxed up and sold with proceeds (\$5 each) given to the **Treasurer** or other money taker.
17. If you discover problems with the building, grounds, appliances, etc, please contact **Quartermaster**, Chris Roust. Text or call him at (209-8808) or email him at croust@gmail.com

Thank you for volunteering!