

## **Seventh grade faculty/staff appreciation lunch**

October 29th, lunch  
Conference room #1

### Event Chairpersons:

1. Barbara Gauld
2. Lesley Canfield
3. Marta DeWulf

### Committee Members:

1. Sally Reeve
2. Chi-Chuen
3. Mary Harrelson
4. Holly Johnson
5. Jan Keeton
6. Judy Davis
7. Elizabeth Applegate
8. and many more

# Setup Helpers Required: 4

Setup time required: Yes

# Clean-up Helpers Required: 4

Clean-up time required: Yes

# Expected: 108

# In Attendance: 95

### How was this event publicized?

Sent out invitation to faculty and staff via lora kolmer. Send out electronic reminder a few days before!!!

### Refreshment and Supply Notes:

Comfort food theme:

10 lbs pot roast  
6 pounds turkey breast  
roasted vegetables for 90  
roasted potatoes  
3 soups  
(chicken noodle, pumpkin and borscht)  
caeser salad with croutons  
parmesan rolls  
pecan and pumpkin pie  
zucchini bread and butter  
thomas kemper sodas (top foods best deal )  
apple cider

### Decorations and Room Set-up Notes:

sunflowers  
umbrellas  
music  
(rain, october, fall oriented music on ipod)  
gourdes, pumpkins, boots, autumn decor

### Event Notes:

too much salad as always  
too much dessert and bread  
meat portion size 2-3 oz just fine  
provide lids if you do soup

Parent Council Budget Amount: \$250

Total event expenses: \$250

### Itemized Expenses:

pot roast  
Qty: 10 lbs  
Cost: \$75  
Reimbursement: Yes

### Itemized Expenses:

thomas kemper sodas  
Qty: 80  
Cost: \$104  
Reimbursement: Yes  
Donation Value: \$104

### Itemized Expenses: turkey breast

Qty: 8 lbs  
Cost: \$30  
Reimbursement: Yes

### Itemized Expenses: soup

Qty: 3  
Cost: \$10 ea  
Reimbursement: Yes