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| Pancake Breakfast Event Program Planning Sheet | Today’s Date: \_\_\_May 2, 2017\_\_ |

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|  Program Name: | Pancake Breakfast for about 200 people |
| Date(s) of Program (s): | August 27 or September 10 |
| Point Person from YLC: | Phil Brown |
| Contact for Point Person: | 970-215-9041, philbrown@slpres.org |
| Other People involved:  | Evangelism and Church Development, Christian Education  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Who to do? | Supplies? | Date to be completed by? |
| Reserved on SLPC Calendar | Phil talk to Pam |  | May 15, 2017 |
| Recruit Table Set Up Saturday before  | Phil Brown | N/A | August 1, 2017 |
| Table Decoration | CE Committee | From Committee | August 1, 2017 |
| Layout design | Phil Brown |  | August 1, 2017 |
| Sign-Up Genius for Youth and Parent Volunteers | Phil Brown |  | August 1, 2017 |
| Recruit 2 Adults for Kitchen  | Phil Brown |  | July 1, 2017 |
| Recruit one adult for Dishwasher | Phil Brown |  | July 1, 2017 |
| Email/Bulletin/Social media announcements  | Phil Brown and Communications person and Evangelism and Church Development  |  | June 1, 2017 for planning. August 1 for specific plan. Then weekly in August.  |
| Buy Food | Phil Brown | See List below | Week before |
| Welcome table with money and donation basket | Phil to recruit and add to Sign-up Genius  |  |  |

Notes from outline above:

Shopping List:

 -4 big bags pancake mix (make sure no nuts)

 -1 box gluten free mix.

 -50lbs of bacon (check serving size on box and double)

 -butte/syrup

**The Key People for the day of are:**

Drink station adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dishwashing adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kitchen adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean-up Tear Down adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serving line adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule of Event:**

Week before Bacon is cooked in ovens (who is helping with this?)

6:30 am Phil arrives, unlocks doors and turns lights on

7:00 am Cooks arrive and begin pancakes

8:30 am youth arrive to get tables set with placemats and napkins leave forks, knives and plate in serving line.

9:00 am youth begin to eat

9:15 am youth are assigned roles

9:30 am breakfast starts

10:40 am serving line closes

Clean-up check-list:

 Dishes washed, dried, and put away

 Cooking area spotless

 Line cleared and extra food is disposed of.

 Tables are wiped down and put away

 Chairs are wiped down and put away

 Room swept

**The Set-up of the great hall will look like this:**