

## M-A PTA Staff Appreciation

### COFFEE CART

<b>GENERAL DIRECTIONS</b>	
Confirm date, time and location 5 min	<ul style="list-style-type: none"> <li>● Co-PTA President will give you the date of the event</li> <li>● Contact Mimi Menjivar, Simone's Admin, <a href="mailto:nmenjivar@seq.org">nmenjivar@seq.org</a> for location, generally in the staff lounge or outside PAC cafe</li> <li>● Set up at 7:30am</li> </ul>
Caffe Carrello 5 min	<ul style="list-style-type: none"> <li>● 8 weeks before event contact Caffe Carrello <a href="http://www.caffecarrello.com">www.caffecarrello.com</a> and fill out the contact form.</li> <li>● If the date is not available inform the Co-Presidents immediately</li> </ul>
Payment for event 20 min	<ul style="list-style-type: none"> <li>● Caffe Carrello will invoice you via email a week or so before the event. If you don't receive the invoice contact them to send one asap.</li> <li>● Forward the invoice immediately to the PTA Treasurer at <a href="mailto:treasurer@mabearspta.org">treasurer@mabearspta.org</a>. Ask them to add \$50 to the invoice total for a tip for the server.</li> <li>● Ask for the check to be put in the PTA mailbox. PTA mailbox is located in the administration building. Pass the office and down the first right hallway, across from the M-A treasurer's office.</li> <li>● Reply to the Caffe Carrello confirming receipt and attaching a map of the location they should set up.               <ul style="list-style-type: none"> <li>● Staff Lounge is K2</li> <li>● PAC Café is Café by the Band Room</li> </ul> </li> </ul> <p style="text-align: center;"><a href="https://www.mabears.org/About-M-A/Directions--Campus-Map/index.html">https://www.mabears.org/About-M-A/Directions--Campus-Map/index.html</a></p>
Event Day 7:25-8:00	<p>Directions based on location</p> <ul style="list-style-type: none"> <li>● Staff Lounge-meet Caffe Carello on sidewalk outside the copy room, K1 on the map. Usually there is someone in the copy room so knock to be let in. Then you can go through the copy room to the staff lounge side door. Let Caffe Carello in the side door.</li> <li>● PAC Café-meet Caffe Carello outside the service window. Go to front office to ask if someone can open up the PAC Café Kitchen so Caffe Carello can access power if needed.</li> </ul> <p>Caffe Carello will set up the coffee cart and serve till 10:30am. Then pack and up and leave. Once you give Caffe Carello the check and grab a coffee you can leave.</p>
Emergency Contact - during the event	<ul style="list-style-type: none"> <li>● Caffe Carrello 650-321-3833</li> <li>● Front Office for access to PAC Café or Staff Lounge</li> </ul>