

# M-A PTA Staff Appreciation

## OPEN HOUSE

Dinner for custodians

<b>GENERAL DIRECTIONS</b>	
Confirm date, time and location	<ul style="list-style-type: none"> <li>● Co-PTA President will give you the date of the event and budget</li> <li>● Contact Simone's Admin for location</li> <li>● Confirm set up time</li> <li>● Confirm the number of custodians-probably 10-12 people</li> </ul>
Planning Event	<ul style="list-style-type: none"> <li>● You may choose to buy or make food for this event.</li> <li>● Two weeks before contact Brien Oliver <a href="mailto:bolivar@seq.org">bolivar@seq.org</a> to ask him where he would like you to set up dinner or his staff</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>● Check the PTA closet in PAC Café. Ask at the front desk if someone can let you into the kitchen to check out supplies. In general there are plastic utensils, paper plates, napkins, serving utensils, platters, bowls, cutting boards and beverage dispensers.</li> <li>● PAC Café Kitchen has a double refrigerator available to us. Suggest putting a sign on the doors stating that contents are for PTA event and the date.</li> <li>● PAC Café Kitchen has a full size freezer</li> <li>● Carts to transport items from the PAC Café Kitchen to the staff lounge</li> <li>● Cutting boards and knives</li> <li>● PTA owns white table clothes in bins in cabinet or above cabinets. Please check for spots, wash and gently fold before you bring them back.</li> <li>● Note: bring dish towels, sponges and dish soap</li> </ul>
Shopping	<ul style="list-style-type: none"> <li>● Purchase catered food or food to be prepared</li> <li>● Purchase any additional plates and utensils</li> </ul>
Event Day	<ul style="list-style-type: none"> <li>● Arrive a few hours before the event and collect the supplies you will need from the PAC Café kitchen. Cart everything over from PAC Café Kitchen to serving location</li> <li>● Set up food, drink dispensers, plates and napkins, and utensils on the banquet tables</li> <li>● After the event is over clean up the tables and put everything back in PAC Café Kitchen.</li> </ul>
After the Event	<ul style="list-style-type: none"> <li>● Fill out the reimbursement form and submit to the PTA Co-Presidents at <a href="mailto:mapresidents@mabearspta.org">mapresidents@mabearspta.org</a> to sign and submit to the treasurer</li> <li>● The reimbursement form is available at <a href="https://www.mabearspta.org/reimbursement-form/">https://www.mabearspta.org/reimbursement-form/</a></li> <li>● Expect reimbursement in 2-3 weeks</li> </ul>