

CD*NY REFRESHMENTS VOLUNTEER CHECKLIST

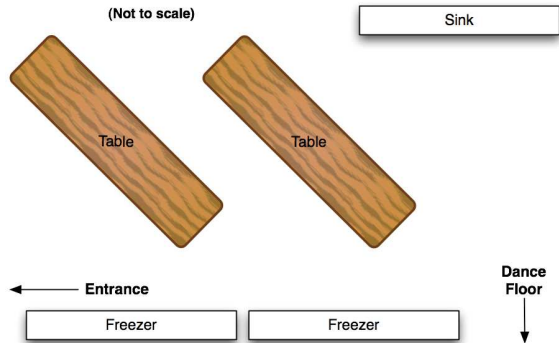
Hi! Thanks for being a CD*NY refreshments volunteer! We couldn't do it without your help. Remember, you get in free to the dance at which you are a volunteer (and, if you volunteer 8 times in a season, you get into all dances free!). You also get the warm fuzzy feeling of supporting an all-volunteer organization.

- **You have the privilege of being one of the faces of CD*NY**, providing food and drink to hungry and thirsty dancers. To that end, **please arrange refreshments carefully: food should be as sanitary as possible** (think about how many hands one holds during a dance), **drinks should be cold**, and food should be laid out in an attractive way.
- The **dance coordinator** is the person in charge of the night's dance. If you have questions, please see the coordinator. If anyone gives you directions or suggestions, politely ask them to talk to the coordinator. Thanks again for your efforts!

Before the Dance:

- o Arrive half an hour before the dance starts: **tell coordinator and door volunteers that you are there to do refreshments.**
- o CDNY's refrigerator is at the back of the stage, stage left; the key is kept in the cash box at the door. Check that there is juice and seltzer inside—you can leave it there, to stay cold, until you finish setup, in the dance before the break.
- o From the food cabinet on the stage, collect **the items you will need:**
 - food
 - pitchers
 - cups
 - plates
 - serving trays
 - doilies
 - paper towels
 - hand sanitizer and soap
 - several large plastic spoons for serving dried fruit & nuts
 - tablecloths, candles, if needed
 - Ziploc bags for leftovers
- o Transport these supplies to the kitchen, or if the kitchen is not available, a table nearby. You can use the rolling cart on the bottom shelf of the food cabinet (the paper towels, spoons, cups, markers and leftover food from the last dance should have been stashed in the cart). Place bottles of hand sanitizer around the hall, on the stage and on all tables.
- o **Quantities:** We're really not trying to feed people, just make them feel welcome! It's okay if people don't get seconds.
 - **Food:** 1-2 ounces per person means about a pound for each 10 people, or about 5 pounds on a Tuesday and 10 pounds on a Saturday. Look at the weights on the packages to help you estimate.
 - **Drinks:** probably one 96-ounce juice (3 quarts) and 2 liters of seltzer for a Tuesday, double that for a Saturday.
- o **If there's not enough of something**, tell the coordinator, who may ask you to go to a nearby supermarket or drugstore (14th St/8th Ave or 12th St/6th). Note on the checklist overleaf if any supplies are running low.
- o Put water pitchers, cups, and Sharpies to mark cups (in green pencil case) out on the table in the back of the hall.
- o Set out our hand soap and a roll of paper towels by the sink in the kitchen.
- o Line the serving trays with doilies or paper towels (not from bathroom). For better hygiene and aesthetics, we don't serve food from the packages. **Do not** open food before the dance; it's better hygiene and discourages nibblers.
- o If there are any donations of food, plan to serve that, but cover it until the break. If there is fruit, make sure that it is washed and arranged attractively. If it's a birthday or other festivity, it's nice to put out a tablecloth, candles, etc.
- o Traffic flows through the kitchen better if the tables are arranged diagonally (see below). If you can move the tables, consider doing so.

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updated 9/26/09

Day/Date _____

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During the Dance:

- o Watch the water pitchers throughout the evening and replenish as needed.
- o Prepare trays (see above) before the dance or during first two dances. Final prep is done after announcements (contra ~9:00; English ~8:30):
 - Set the trays on the table. Open food packages and put food on trays. Put serving spoons in dried fruit & nuts.
 - Take drinks from refrigerator.

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During the Break:

- o Prepare & deliver a tray with refreshments and juice for the door volunteers.
- o Monitor consumption and replenish as needed, especially the water. Take care of any spills.

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After the Break:

- o Clean up the kitchen (we want to leave it better than we found it):
 - Wipe down the table and counters.
 - Wash and dry utensils and trays.
 - Sweep the floor.
- o For reasons of hygiene, we don't return food that has been on the trays to the packages. Consolidate the food that's left on the trays, ideally in a disposable container, for people to snack on during the second half.
- o Pack the remaining supplies back in the rolling cart.

After the Dance:

A word of advice: don't wait until the dance is over. Wrap things up promptly after the break so that you won't be rushed, and then you can dance the rest of the night knowing your work is done.

- o Trash any remaining leftovers. Wash the leftovers tray or throw away disposable container. Make sure that opened packages are properly sealed.
- o Give the coordinator your report on remaining supplies (see "Remaining Supplies" section below).
- o Items to keep in the cart, which goes back on the bottom shelf on the left:
 - any opened packages of food (so that they are used first at the next dance)
 - pencil case with Sharpies
 - one roll of paper towels
 - several plastic serving spoons
 - pack of Ziploc bags

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Remaining Supplies:

How will we know we've run out if no one tells us? Please note the remaining quantities of each of the following items and mark below if supplies are running low, especially if there isn't enough for the next dance. Then tear off the sheet and give it to the coordinator.

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|-----------------------------|--------------------------------|
| ▪ Juice _____ | ▪ Paper towels _____ |
| ▪ Seltzer _____ | ▪ Napkins _____ |
| ▪ Cookies & sweets _____ | ▪ Doilies _____ |
| ▪ Chips & crackers _____ | ▪ Disposable tablecloths _____ |
| ▪ Dried fruits & nuts _____ | ▪ Sharpies _____ |
| ▪ Cups _____ | ▪ Hand sanitizer _____ |
| ▪ Plates _____ | ▪ Hand soap _____ |

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If you have feedback on this checklist, please tell Elizabeth Parry. **Thank you again!**