

# ***Fundraiser Activity***

## **Guide F-01c, Spaghetti Dinners**

### **Summary & Scope**

Spaghetti Dinners are one form of Parish and community social event that seeks to provide a reasonably priced family-style meal in a setting that promotes socialization among the patrons. They should be conducted in a period of lower Council activity and should avoid schedule conflicts with other Parish activities.

### **Spaghetti Dinner Planning**

Council Officers should identify a Committee Chairman at least 3 months prior to the planned dinner. A minimum of two months before the dinner the Chairman will have established a team and called the first meeting of the committee. The Chairman is responsible for the coordination and timing of all activities. He will need to provide the web master with the date, times and number of volunteers required (see the attached spread sheet).

Committee is composed of:

- Committee Chairman
- Kitchen Coordinator
- Hall Set-up Coordinator
- Buffet Line Coordinator
- Hall Seating, Wait Tables Coordinator
- Ticket Coordinator
- Cash Bar Coordinator
- Hall Clean-up Coordinator
- Kitchen Clean-up Coordinator

Advise Grand Knight to reserve PLC for appropriate dates

Kitchen two days prior

PLC from 10:00 AM – 8:00PM on date of dinner

Set menu

Set pricing

Determine Hall and Table Decorations

Establish dates for bulletin and in church announcements

Dates for ticket sales at Sunday Masses

Coordination Responsibilities:

**Kitchen Coordinator:**

Establish Kitchen staff, duties, dates and time

Determine and manage inventory requirements of all food and serving items (plates, cups, knife and forks etc.) through the six-week period

Monday Place US Foods Order

Wednesday Grocery Shopping Sams Club, Order bread (Publix)

Cake Baking

Thursday Food Prep---craft meat balls

Date of dinner AM Food Prep and Cooking, Bread and soft drink pick-up

**Hall Set-up Coordinator:**

Date of Dinner 10:00AM manage hall set up Including tables, chairs, place mats and condiments on the tables

Set-up tables for serving, ticket taking and cash bar

Place garbage buckets around dining area including extra liners

**Hall Seating, Wait Table Coordinator:**

Assure all materials are available on serving table, Cleaning items, extra condiments, table place mats

Assign duties

Clear tables

Reset tables

Remove garbage

Maintain clean dining room  
Assist handicap getting dinners to table

**Buffet Line Coordinator:**

Set-up buffet line  
Assign servers duties  
Ticket collection  
Coordinate line requirements and timing with kitchen staff  
Tear down buffet line

**Ticket Coordinator:**

Design, verbiage and printing of tickets  
Provide all necessary materials  
Assign ticket duties including 50/50  
Provide interior and exterior signage  
Compile sales data

**Cash Bar Coordinator:**

Coordinate liquor license acquisition with Financial Secretary  
Determine and acquire inventory of beer and wine required  
Assign duties

**Hall Clean-up Coordinator:**

Assign duties  
Return all unused condiments to cabinets and/or refrigerator  
Clean and store tables and chairs  
Clean floor  
Remove all garbage

**Kitchen Clean-up Coordinator:**

Assign duties  
Clean and store all cooking materials  
Clean stoves, fryers (if used), refrigerators and floors  
Coordinate requirements with kitchen manager