

TO-DO LIST
HOT DOG FUND-RAISER

Early January

- Determine the unit cost of meal being sold. Meal to include Nathan's large, bun-length hot dog (suggested brand), bun, soda, individual bag of Lay's chips (suggested brand), paper plate, napkin, sauerkraut, onions, and condiments
- Determine bulk cost of following items needed for 380 meals: 4 cases of large hot dogs, 7 cases of individual bags of chips, 3 – 3 packs each of mustard, relish, and ketchup, 24 packages of buns, 2 - #10 cans of sauerkraut, 1 bag of onions, 36 bottles of water, 29 – 12 can packs of assorted soda, 380+ count paper plates, 380+ count napkins, and 380+ tickets. (Before actually buying items, check the pavilion serving and storage areas to see what items may already be in our possession)
- Deliver estimated unit cost (bulk cost above divided by 380) to the Tennis Board for them to make a final decision on the price that will be charged per meal
- Consult with Tennis Board about club's ability to donate a portion of proceeds to a local charity. If a donation is possible, identify desired charity (example charity: Band of Angels), determine donation sharing strategy, and contact charity. If charity is agreeable, include charity name on the poster promoting the event
- Put out an announcement through the tennis club asking for volunteers to fill the following jobs [(#) - number of volunteers required for each task]:
 - Grillers (2)
 - Setup people (3). {See attached sketch for recommended setup at pavilion}
 - Promoters (1 for hot dog costume; 1 for the hot dog hat)
 - Photographer to deliver pictures to SanTan Press Liaison and tennis website
 - Hot dog wrappers to place cooked dogs in roaster (4)
 - Replenish condiments and keep area clean (2)
 - Restocking roaster (1)
 - Hand out hot dog and napkin on paper plate (1)
 - Hand out chips and drinks (1)
 - Cook for sauerkraut and onions (1)
 - Money / ticket table (2)
 - Take-down people (3)
- Meet with CA Activities Director by January 15
 - Develop poster and fill out Poster Request Form. Request advertising in TPR Lifestyle Push. Display poster at the site during the event
 - Fill out the Setup Request Form for the grill and propane

No later than Friday before the event

- Take rags and buckets to storage area for Saturday clean up
- Clean the grill
- Get \$350 cash as 15-\$10s, 20-\$5s, and 100-\$1s for ticket table (obtain advance from club treasurer, if desired)
- Assuming 380 meals, buy the following: 4 cases of large hot dogs (suggest Sam's Club for Nathan's bun length dogs), 7 cases of individual bags of chips (Lay's), 3 – 3 packs each of mustard, relish, and ketchup, 24 packages of buns, 2 - #10 cans of sauerkraut, 1 bag of onions, 36 bottles of water, 29 – 12 can packs of assorted soda, 380+ count each of paper plates and napkins (before buying, check pavilion service and storage areas for available stock)

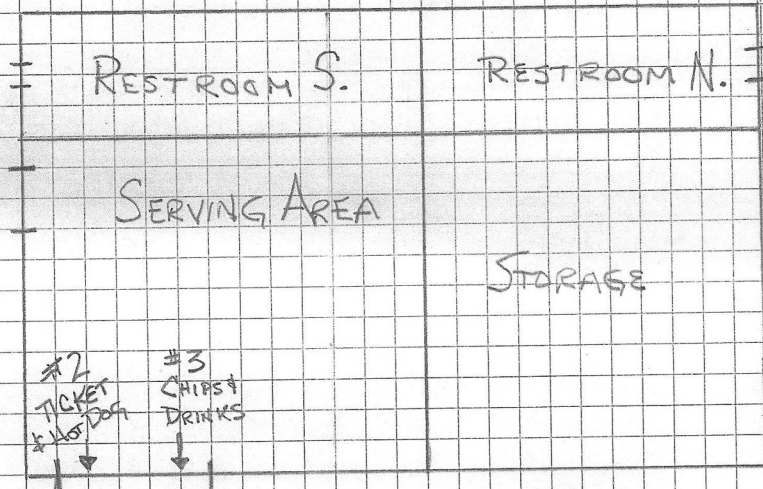
- Deliver hot dogs to person assigned to grill them
- Deliver onions and kraut to person assigned to cook same
- Deliver chips and drinks to person assigned to dispense same
- Meet with all volunteers at the pavilion to review all assignments and procedures (suggest a 4pm meeting on Friday before event)

Post-Event

- Submit all applicable receipts to club treasurer for reimbursement
- Ask all volunteers to report any suggestions for improvement to the Lead Veteran within 5 days.
Adjust this To-Do List accordingly

Court 3

#1
PAYMENT
TABLE



EXTENSION CORD TO ROASTER

COOLERS
COOLERS
COOLERS

HOT DOG
WRAPPING STATION

#2
TICKET
& HOT DOG

#3
CHIPS &
DRINKS

Court 2

TABLE 4

TABLE 8

TABLE 11

TABLE 3

TABLE 7

TABLE 10

TABLE 2

TABLE 6

TABLE 9

TABLE 1

TABLE 5

#4
CONDIMENTS

#5
SANDWICHES

Court 1