

SNS Sponsor Group Guide

Before you arrive:

- Get 4 gallons of 2% Milk
- Get 4 gallons of apple or orange juice
- Confirm meal to feed 80 people. Food must arrive hot or be able to be heated in 1 hour in an oven
- Recruit volunteers to help serve and prepare dinner (12-15 people)

When you arrive:

- Park in the parking lot at Delphia & Crescent Ave
- Come through the lounge doors on Delphia
- Sign in with our greeters and get a name tag
- Bring food through the lounge into the kitchen

- Volunteer Jobs

Group Lead: (1 person)

- Assign volunteer roles to your group
- Oversee volunteers throughout the night

Dining Room Team: (Approximately 8 people)

Set Up:

- Prepare tableware packets
- Set the tables with tablecloths, decorations, utensils, and containers with salt, pepper, sugar, sugar substitutes and creamers

During Dinner:

- Serve food onto guests' plate from service line
- Serve drinks from beverage carts

Kitchen Team: (Approximately 4 people)

Set Up:

- Prepare all food for the meal by 6pm
- Plate dessert
- Prepare beverage carts for dining room team

During Dinner:

- Replenish food in the serving line

- Begin cleaning up kitchen (wash everything you use, sweep floors, wipe counters, take out trash)

Before you leave:

- Make sure all food is packaged up for guests or taken with you. Leftovers should not be left at PRPC.
- Tablecloths should be shaken off and put in the laundry bags
- Make sure kitchen is cleaned and trash is taken out
- Make sure dining room is cleaned and trash is taken out

Reminders:

- All volunteers help with clean up.
- All volunteers should eat before they come. All food served is for our guests.
- Volunteers will wear gloves when they are touching food or food serving utensils
- Volunteers will treat all our guests with love and respect
- Members of the SNS Host Team will be in every area to answer your questions and guide you throughout the night