

# Ho`olaule`a 2016

Booth: Country Store – Grade 6 – BAKED GOODS

Complete this matrix as you receive information and instructions from the Food Chair

<b>Checklist</b>	
KSM items: Will we use Food Prep days to prepare these items?	Chocolate Chip Cookies Shortbread Cookies Carrot Cake with Frosting Banana Bread
Other items: All items must be prepared in a food certified kitchen.	Home-made Fudge and Caramel Sauce Prune Mui Chex Mix Jellies and Jams (Vendor) Pickled Onions Chili Pepper Water
Supplies	To be determined
Equipment	To be determined 10'x20' Tent for outside sales (KSM to set up) Tables (KSM to drop, Qty to be determined) Coolers (Qty to be determined, Make arrangements to borrow)
Vendor Donors:	*Donations are accepted from Certified Kitchens only *If a solicitation letter is needed, it will be written by HChair *List of donations and contacts must be submitted by February 28, 2009 to Food Chair for KSM Food Service review
Set Up Duties	BAKE SATURDAY – Miscellaneous Duties PREP DAYS – Miscellaneous Duties SIGN PREP – Create signage for booth (outside and Inside), including pricing, items for sale, Decorations, etc. DISPLAY PREP – Create & gather items to be used for displaying products PRODUCT PREP – Conduct workshops to create craft type items  Notify FS of storage needed for vegetables before PREP THURSDAY Coolers for vegetables in courtyard

<p>Event Duties</p>	<p>Service Area (6 EA) Cashier (1 EA)</p> <p>Take beginning inventory of all items Set up tables and put up signs Set up refrigeration Set up displays Ice coolers</p> <p>Restock items as necessary</p>
<p>Post Event Duties</p>	<p>Take ending inventory of all items Clean up area Wipe and sanitize tables Clean refrigeration Arrange pick up for borrowed coolers</p> <p>Prepare list of all donations and contacts Complete Post-Event Analysis &amp; Final Report</p>
<p>Notes: Pre-Event Food Chair meeting at 8 a.m. APRIL 16<sup>th</sup> ** SCRIP ONLY</p>	