

Hospitality Director Notes: 2016 Utah Senior State Championships

Hospitality Director: Lorinne

Who gets Hospitality:

Dinner for Officials			
Position	Number Needed for Thursday	Number Needed for Fri & Sat Prelims	Number Needed for Fri & Sat Finals
Stroke & Turn	8	12	11
Deck Ref	1	2	2
Starter	1	2	2
Chief Judge	1	2	2
Admin Ref	1	1	1
Meet Ref	1	1	1
Total	13	20	19

Lunch or Dinner for Office Workers			
Position	Number Needed for Thursday	Number Needed for Fri & Sat Prelims	Number Needed for Fri & Sat Finals
Head Timer	1	1	1
Runner	1	1	1
Clerk of Course	1	1	1
Coaches Check-in	1	1	1
Announcer	1	1	1
Consul	1	1	1
Computer Operator	1	1	1
Meet Director	1	1	1
Vol Coordinator	1	1	1
Prgm Sales & Awds	0	2	2
Meet Marshal	2	0	0
Total	11	11	11

Breakfast or Dinner Snack for Meet Workers			
Position	Number Needed for Thursday	Number Needed for Fri & Sat Prelims	Number Needed for Fri & Sat Finals
Meet Marshals	0	3	3
Timers	0	16	16
Hospitality	0	2	2
Floater	0	1	1
Volunteer Check-in	0	1	1
Total	0	23	23

Headcount of those who get hospitality by session:

Thursday Session 2/18/16 (4:30-7:30pm): 45

Dinner: Total 44

Coaches: 20

Volunteers: 23

Friday & Saturday Prelim Sessions 19-20 Feb. (7:30am-12:30pm):

Breakfast snack (All Meet workers): **94**

Lunch (Coaches, Meet Office Workers, & Officials): **72**

Lunch snack (Meet Workers): **23**

Coaches: 40

Officials: 20

Meet Office Workers: 11

Meet workers: 23

Friday & Saturday Finals Session 19-20 Feb. (4:00-8:00pm)

Veggie snack (All Meet workers): **93**

Dinner (Coaches, Meet Office Workers, & Officials): **70**

Dinner snack (Meet Workers): **23**

Coaches: 40

Officials: 19

Meet Office Workers: 11

Meet workers: 23

Hospitality Menu: (Vendors: **Great Harvest**, **Grandma Tobler's**, **Allure**, **Hawaiian Grill**. All delivered except **Hawaiian Grill**.)

Session	Menu	Choices
Thursday	<ul style="list-style-type: none"> • <u>Great Harvest</u> Sandwich Rolls: A variety of Turkey, Ham & Swiss, and Roast Beef served on White and Wheat Virginia Rolls • ½ Great Harvest Cookie • chips 	<ul style="list-style-type: none"> • none
Friday Prelims Breakfast snack	<ul style="list-style-type: none"> • <u>Grandma Tobler's</u> muffin • fruit • OJ or water 	<ul style="list-style-type: none"> • lemon poppy seed, banana nut, blueberry muffin • banana or grapes
Friday Prelims Boxed Lunch	<ul style="list-style-type: none"> • <u>Grandma Tobler's</u> BBQ Beef Sandwich on homemade bun • chips • cookie • water 	<ul style="list-style-type: none"> • Vegetarian sandwich
Friday Finals Boxed Dinner	<ul style="list-style-type: none"> • <u>Allure</u> Sandwich wrap • chips & salsa • cookie 	<ul style="list-style-type: none"> • California Chicken: Herb-garlic tortilla, grilled chicken breast, provolone, romaine, tomatoes, carrots, honey-mustard dressing • Chicken Caesar: Herb-garlic tortilla, grilled chicken breast, parmesan, romaine, tomatoes, creamy Caesar dressing. • Tex-Mex: Cheddar tortilla, turkey, ham, bacon, pepper jack, romaine, tomatoes, ranch dressing. • Bangkok Thai: Spinach tortilla, grilled chicken breast, provolone, romaine, sprouts, carrots, crunchy noodles, water chestnuts, sesame oriental dressing.
Saturday Prelims Breakfast snack	<ul style="list-style-type: none"> • <u>Grandma Tobler's</u> muffin • fruit • OJ or water 	<ul style="list-style-type: none"> • lemon poppy seed, banana nut, blueberry • banana or grapes
Saturday Boxed Lunch	<ul style="list-style-type: none"> • <u>Grandma Tobler's</u> ham & cheese croissant • chips • cookie • water 	<ul style="list-style-type: none"> • vegetarian sandwich
Saturday Finals	<ul style="list-style-type: none"> • <u>Hawaiian Grill</u> <ul style="list-style-type: none"> ○ teriyaki chicken ○ Kalua Pork ○ rice w/teriyaki sauce ○ macaroni salad • water 	<ul style="list-style-type: none"> • any leftover trail mix☺

Instructions to be given to Hospitality workers:

1. Thursday: dinners coaches, officials, and meet workers
2. Friday & Saturday Prelims: deliver fruit cup to all meet workers
3. (72) Boxed lunches/dinners: ONLY coaches, officials, and meet office workers (Head Timer, Runner, Clerk of Course, Coaches Check-in, Consul, Computer, Meet Director, Program Sales)
4. (24) Lunch/Dinner: Timers, Meet marshals, Volunteer Check-in, Hospitality
5. Please write names on lunches for officials working.

Hospitality Timeline:

Session	Time	Item	Preparation Needed
Thursday	5:30pm	Meet starts	
	5:30pm	Hospitality volunteers report	Prepare veggies cups
	6:00pm	(84) Great Harvest rolls Delivered	Wrap rolls and cookies. Put 1-2 rolls, chips, & cookie on plates: 44 dinners.
	6:30pm	Deliver food to meet workers	
	7:30pm	Deliver extra sandwiches and veggies & water	Prep for Friday prelims
	7:45pm	Hospitality volunteers finish	
	8:56pm	Meet ends	
Friday Prelims	8:30am	Meet starts	
	8:30am	Hospitality volunteers report	Wash fruit and wrap muffins; put in cups to deliver
	9:30am	Deliver fruit & muffin cups & juice	
	10:00am	water	
	10:00am	Hospitality volunteers finish	
	11:00am	Hospitality volunteers report	
	11:00am	(10) Veggie & (62) BBQ chicken Grandma Tobler sandwiches lunches (sandwich, chips, & cookie) & (24) mini sandwiches & (24) cookies arrive	Wrap rolls. Prepare (24) Timer plates: rolls & cookie; write names on official meals
	11:00-11:10am	Deliver rolls & cookies to timers, meet marshals, & hospitality	
	11:10-11:30am	Deliver box lunches to officials, coaches, meet office workers & HT	
	12:00pm	water check	Clean up & Prep for Finals: wash veggies
	12:00pm	Hospitality volunteers finish	
	12:36pm	Meet ends	
Saturday Prelims	8:30am	Meet starts	
	8:30am	Hospitality volunteers report	Wash fruit and wrap muffins; put in cups to deliver
	9:30am	Deliver fruit & muffin cups & juice	
	10:00am	water	
	10:00am	Hospitality volunteers finish	
	11:00am	Hospitality volunteers report	
	11:00am	(10) Veggie & (62) Deli Grandma Tobler sandwiches lunches (sandwich, chips, & cookie) & (24) mini sandwiches & (24) cookies arrive	Wrap rolls. Prepare (24) Timer plates: rolls & cookie; write names on official meals
	11:00-11:10am	Deliver rolls & cookies to timers, meet marshals, & hospitality	

	11:10-11:30am	Deliver box lunches to officials, coaches, meet office workers & HT	
	12:00pm	water check	Clean up & Prep for Finals: wash veggies
	12:00pm	Hospitality volunteers finish	
Friday Finals	5:00pm	Meet Starts	
	5:00pm	Hospitality volunteers report	Prepare veggie cups
	5:45pm	(24) GH rolls & (12) cookies (cut in half delivered	Wrap rolls. Prepare (24) Timer plates: rolls & cookie
	5:45pm	(10) Veggie & (62) Allure Wrap Dinners (wrap, chips & salsa, cookie) Delivered	
	5:45pm	Deliver rolls & drinks to timers	
	6:00pm	Deliver wraps & drinks	Deliver wraps to officials, coaches, and meet office workers.
	7:00pm	Hospitality volunteers finish	
	7:05pm	Meet Ends	
Saturday Finals	5:00pm	Meet Starts	
	5:00pm	Hospitality volunteers report	Prepare veggie cups & wrap cookies
	5:45pm	(24) GH rolls delivered	Wrap rolls. Prepare (24) Timer plates: rolls & cookie
	5:45pm	(1) veggie wrap pan, (2) humus chicken pans, (5) southwest pans, (5) sesame pans, and (5) caprese pans and (12) pans of chips Delivered	Bag chips. Prepare 72 dinner plates: wrap, chips, & cookie
	5:45-6pm	Deliver food	
	6:30pm	Water & veggie cups	
	7:00pm	Hospitality volunteers finish	
	7:28pm	Meet Ends	

Hospitality Budget & Lists:

Item	Amount Needed	Amount Budgeted
Ice	(2) 20 lb. bags	\$40
Water Kirtland 16.9 oz (40) case \$3.39/case	400	\$41
Soda Pop	256	\$100
Paper Products clear cups 6 oz (180)		\$25
Snacks		\$10
Fruit	90	\$150
Veggies	90	\$60
Thursday: Great Harvest Sandwich roll platters and Friday and Saturday	84	\$438.06
Thursday (50) chips	50	\$25
Friday & Saturday (95) breakfast snack, (72) lunch meals, (24) lunch snack for timers;	95	\$1303.27
Friday Finals (72) dinners	95	\$656.21
Saturday Finals meals (72) wraps & chips	60	\$644.10
Cookies for Thursday & Saturday finals	(48) & (100)	\$204.62
Total		\$3697.26

Costco Shopping List:

Item	Quantity	Estimated Cost
Clear cups	180	15
Red Vines	1	
Swedish Fish		
Chips for Thursday, Friday & Saturday lunch snack	100	\$50
OJ	(4) cases of 24 10oz	53.56
Diet Coke (3)	96	\$22
Coke (2)	64	\$22
Dr Pepper (2)	64	\$22
Sprite (1)	32	\$11
Granola bars		
Big boxes for delivery		
Carrots, Cucumbers, Celery		
Ice	(2) 20 lbs bags	\$35
Bottled Water	400	\$100

Equipment & supplies to bring from home:	Items available from meet host:
Knives Cutting board Paper Towels big bowl colanders scissors	51 small dixie cups 168 Plates Napkins 300 cups