

SANTA BKFT 2023	Set up details			
Tickets	Blue adults \$10	# sold- 177		
	Red child over 3 \$5	# sold-132		
	AVS band -torn red \$3	# sold-20		2024 – need 3 rd color tickets
Sales table set up	PTA gave us a table and décor	Set up in hallway near school back entry	Square used for noncash purchases with Liz	Pat D and Liz Michaud manned table
Check in table	Small café cart used to collect tickets	Set up in Café near gym entrance	Friends basket used to collect tickets to count # sold	Karen

Photos with Santa	Heather Bronson- professional photographer and provided free	PTA loaned Friends a laptop for parent to enter email address in for Heather to send link to photos Chip G. loaned a heavy duty orange extension cord to plug in PTA computer.	Background blanket (Pat C has it) taped to lowered AV screen and steam pressed	Cathy S helped parents sign in computer with set up on windowsill at start of line – parent’s appreciated this process
Santa	Stacy Milendi’s father- Larry Tremblay ??	Rocking chair in front of wall blanket	Basket of small candy canes handed out by elves Henry and Logan	Karen / Friends bought 2 60 ct boxes and library had 1 100 ct box – maybe 50 left
Tablecloths	40 red plastic	Café tables set up end to end in approx. 6 rows	All used	Joanne and Terry – donated

Oval metal containers	Approx. 10	Used on tables as décor and for crayons and coloring sheets	Placed in shed for storage	Donated by Cindy
Red round metal containers	Approx 12	Filled with live evergreens and décor on tables	Placed in shed for storage	Joanne and Terry – donated
Crayons (in red cups) and Coloring sheets	?	Not enough sheets for all children	Crayons in 1 of oval tins in shed but needs to be rescued	?
Coffee/ Tea Bar	Set up in café, start 1 lg coffee pot at 6 am and keep second pot in kitchen and start at 7 am and bring out when first is low ; Hot water Thermos	use 1 red tablecloth on counter	Cindy started the coffees, Cindy filled thermos with hot water for tea, no hot chocolate this year	Cathy set up coffee bar with cups, creamers, sugar, tea etc

Juices Table	set up in café, 1 person to assist to pour OJ in clear plastic cups and hand out Capri pouches			Patti – manned table
Toppings Table	Set up in café on card table			Brenda Brunelli -donated mini chips and manned table
Friends Name tags and flyers canvas box	Friends flyers at ticket table, workers wore name tags			Pat D brought canvas box from Library
Kitchen Staff				
Pancakes on griddle	Cooks- Mark and Jess Traynor	Servers- Joanne and Brenda Beer		

Waffles	Cook- Cindy	Servers- Joanne and Brenda Beer		
Sausages	Cook – Chip G	Servers- Joanne and Brenda Beer		
Pastries	Prep work- Terry	Servers- Terry and Cindy		
Mixing Pancake batter	Dave Sylvia			
Washing Pans	Frank			
Runners	Fay			
Suggestions for 2024	More runners needed in kitchen and front area for refilling			

	<p>Hard to find Friends items in refrig as PTA also had a lot in there- suggest making a list on front of refrig : 3 milks and cross off as each item taken out; probably had plenty of Capri pouches but could not find</p>			
	<p>Change ticket table set up area so easier flow into café and not redundant ticket collect person needed</p>			

	Buy Christmas coloring books at Dollar store for coloring set ups and ? more crayons			
	Access to AVS for 6 am process needed			

Display a menu before the serving line

It was nice to have someone (Fay) help those who had their hands full go through the line

Trash bags need to be dumped during the event. I wasn't clear if the Friends should take them out in the hall or someplace else. Also is this something the custodial worker can help with?

It was a major concern that the girl's bathroom was out of service. Is there someone who can address this if it happens again.