

Committee Chair Report

School Year: 2015 - 2016

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Date: 9/21/16

Committee Name: Hospitality

Committee Chair(s): Rebecca Andrews & Jennifer Thompson

Co-Worker(s): Angie Leasure

What We Accomplished and When: The hospitality committee plans and executes the family picnic in the fall, the ice cream social at the end of the year, and other functions throughout the year. We provide refreshments for all PTA meetings, coffee w/ the Principal, and special events like mural dedications. Refreshments

When job was started and completed: Plan 1-2 months in advance for the big events. for all other functions (i.e. Kdg orientation, Meet + Greet) are provided by those Committees.

Resources used/needed: Refreshments can be purchased anywhere. Type + amount is determined by the committee.

A separate report will be submitted for the family picnic + ice cream social detailing food trucks, DJ, ice cream vendor, etc.

Monies Used/Profits Gained: Budget is provided by the Board. The ice cream social + family picnic have their own line items. Kona Ice will give portion of sales back + can sell beverages. The hospitality line

Difficulties: item covers PTA meetings, principal coffees + special events.

Weather!!! Can pose challenges in planning for larger events. Start planning well enough ahead of time to arrange food trucks. Getting an ice cream supplier may be difficult - the individual cups are

Suggestions for Next Year: so much better than scooping large containers.

start planning the picnic in June when you get the date from the Board - fun to incorporate drum line from HS Band.

Remember to include emergency vehicles (MTL) @ picnic - other forms of cheap "entertainment." + have enough ice cream +

Other Comments: volunteers for the social. we ran out last year + had to run out to buy more.

Ask for custodians to put out tables (particularly for picnic) + chairs, trash cans - request in advance.

Pizza is always a big hit at the picnic but it's hard to find a vendor willing to come + bring enough - I suggest you do that, though, + not take on selling it yourself.

The refreshments for PTA mtgs are easy - snack of choice, water. we have a Keurig for coffee, tea, hot chocolate.

For principal coffees, I always got a dozen bagels + cream cheese and set up the Keurig. we have an adapter to use non-Keurig pods or the ~~generic~~ refillable pods. For mural dedications, I always got a big cookie tray, water, set up Keurig.