

to be filled

filled

Winter Banquet 2012

Date: **Friday, January 27 + Saturday, January 28**

Time: **Doors open at 6:30p; Dinner starts at 7p**

Dinner: **Common Grounds Room**

Entertainment: **Sanctuary**

Theme: **Tool Time**

Invite tagline: **Does anyone know what time it is? It's Winter Banquet Tool Time!**

What is it?: **The Winter Banquet is the youth group's 14th annual catered dinner and entertainment fundraiser for their summer onMISSION trip.**

How does it support the youth group? **Your ticket covers the cost of the food, decorations, and banquet expenses. We also provide an opportunity to give above the cost of the ticket.**

What is the cost? **\$15/person.**

Who can go? **Anyone 18+. We highly recommend inviting your friends!**

Registration: **Tickets are available for purchase after all weekend services on January 7/8, January 14/15, and January 21/22 (Saturday @ 6:30p, Sunday @ 9:30a, Sunday @ 12p)**

Attire: **Dinner/Casual (Flannel is an excellent choice too)**

WB PLANNER

PLEASE ACCOMPLISH WHAT YOU HAVE BEEN ASKED TO DO.

(If you purchase anything, please keep the receipt and place it in Daniel's office mailbox with your name on it and you will be reimbursed. Please limit your spending to keep our profit up!)

1. PROMO + TICKETS

■ web graphic, church loop, weekly graphic by Dec 21: **Daniel**

■ www.bloominglechurch.org/winterbanquet: **Daniel**

TICKET SALES after weekend services (*please leave for sales desk during benediction*)

Jan 7, 14, 21 ~6:30-6:50p: Deb & Megan Stephen	Jan 8~9:30-9:45a: Susie, Marie, Renee Baker	Jan 8~12-12:15p:3 Janet & Katie Mahoney
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TICKET SALESPeople, PLEASE READ THIS FIRST:

-Please be ready to sell tickets before service concludes.

-No tickets will be sold to anyone under 18.

-The ticket covers the cost of the catered meal and banquet supplies.

-If they want to donate more money: Tell them YES! They are welcome to give now or at the event.

-The tickets will be on sale on after all three services until Jan 21/22

-There is NO CHILDCARE. Please make sure they understand this!

Tickets

-There are separate tickets for Friday + Saturday!

-No IOU's.

Recording Sales

-You must write down their info on the spreadsheet, don't just give them a ticket!

-Please turn in single sheet with tallied money after each service.

Money

- Checks are payable to "Bloomingdale Church Youth Group"
- At the end of your shift, total up all money and place it in an envelope (*not including \$20 bank*). -Write the total deposit on the envelope.
- Place deposit envelope (along with spreadsheet) in Daniel's office mailbox immediately.

3. CLOTHING

- Girls: jeans + (buttoned) flannel shirt
- Guys: jeans + flannel shirt.
- Everyone: If you borrow a tool belt, wear it! (When you serve, you can put extra napkins, utensils, etc in it.)

4. DECORATIONS/AMBIANCE

We have a box of decorations from the past. Please keep the cost minimal when purchasing new decorations.

COLOR SCHEME

White/Black/Yellow + blueprints

COMMON GROUNDS/HALLWAY

*bring it all together:

- prayers for each trip
- pictures of the trip locations
- info about locations
- YG core values: GodValued, ChristConnected, Word+SpiritLed, LoveCommunity, onMission

-pathway to sanctuary with construction stuff

adam/simon

-blueprints over the pictures on walls

nikki

-entrance: toolbox

renee/Stephanie/collette

-scraps of lumber by walls

-burn the info on lumber

adam/simon/rj/josh

-Tool Time or Riemford Tool signs.

kaitlyn/Katie/nikki

-slideshow of locations and people

Megan

SANCTUARY

-on air sign

sarah

-seating: condensed

adam/simon

-ushers: seating them to their rows

-tool time girls?

TABLES

-white table cloths with yellow & black runners (or yellow circle matting the center piece or blue prints)

-centerpieces: tools on the table

marie/lucy/monika/sarah/collette/katie

BACKGROUND MUSIC

-playlist about tools

Megan

PHOTO BOOTH

-in common grounds hallway entrance

-kaitlyn

TABLE QUIZ

- Ben & Jon

PROGRAM

-Design a program(to Daniel by Jan 26): Kalie
include: meal info, trip info, students names

TICKETS

Daniel design for VistaPrint

5. MENU

Prepared by Dave + Tiffany Diaz

Tossed Salad

Italian Bread

Family Style:

Mostacholi with marinara (meatless)

Roast Beef

Baked Chicken

Mixed Vegetables

Ice Cream

Starbucks Coffee & Assorted Hot Teas

6. PURCHASING

- 16 round tablecloths: (white table cloths with yellow & black runners)
- 250 small heavy white plates for salad (little bigger than past year):
- 250 clear cup/bowls (dessert):
- 250 heavy nice white large dinner plates:
- 250 clear 9 inch plastic water cups:
- 250 Styrofoam hot cups:
- 250 forks, knives, spoons (clear or white):
- 250 large white napkins:
- Decaf Coffee
- Check SUGAR, CREAMER, STIRRERS):
- 2 Tea bag baskets
- candy to scatter on tables:
- 30 cupcake holders filled with candy:
- 50 white votive candles (make sure there is at least 2/table):
- Butterballs:
- red salad bowls
- 30 tongs (belong to church)
- lighters:
- non-peel painter tape:
- 15 lemons

6. LEADER/PARENT SUPPORT

Jan 7 Drama Practice:

Jan 15 Prep, 5-6:30p:

Jan 21 Drama Practice:

Thursday Setup, 7-9p: Laura Denovo, Bagley, Nicole C, Naegeli, Baran

Friday Pre-setup, 4:30-6:30: Lou P, Lulu Martinez, Tina Weisfeld, Hudson, Jen, D&A, Matt

Friday Banquet + Clean-Up, 6:30-10:30: Lou P, Nicole C, Audrey Hartigan, Janette Blair, Lulu Martinez, Jen, D&A, Matt

Saturday Banquet, 5:30-8:30: Sandy G, Lou P, Nathan, Beards, Pam Cascacio, Joel/Mel, Jen, D&A, Matt

Saturday Clean-Up, 9-11: Lou P, Norma Fernandez, Jeff Gablin, Jen, D&A, Matt, Therese

Last Minute Shopper: Rachel Albert

7. Childcare:

Saturday only: 6:45-9:15p

Parents must sign up when purchasing tickets.

2-3 parents supervising Jenny Matrasko, Karla Aguilar, we still need at least one more person

6:30-8: Shift one (3-5 teens)

Heather Mahoney, need more kids!

8-9:15: Shift two (3-5 teens)

Small children in nursery. Older kids in Adventure room/gym.

8. THURSDAY SETUP

TABLES AND CHAIRS

8-10 tables on Friday

13-15 tables on Saturday

- ▣ Put chairs at a table
- ▣ 4 large garbage cans with lots of black bags- in kitchen
- ▣ large trays for serving
- ▣ Vacuum north lobby, sanctuary, and common grounds room

ADULTS:

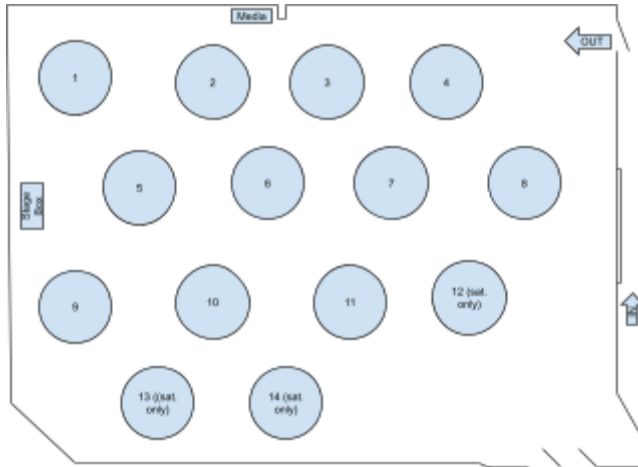
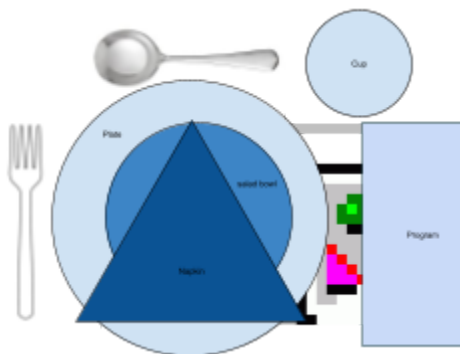


TABLE SETTING

- ▣ table cloths on tables
- ▣ Place setting: white salad plates in middle; napkin on left side; fork on top of napkin; knife on right side of plate; clear cup above knife
- ▣ Table décor in center of table
- ▣ 2 Votive candles on sides of centerpiece
- ▣ Candy on tables

ADULTS:



LIQUIDS

- ▣ Coffee service: 2 coffee pots ready
- ▣ serving for: Sugar; creamer, teas platters:
- ▣ Water pitchers
 - cut lemons
 - get ice ready

ADULTS:

DECOR

- ▣ Students have been preassigned to build/create decor.
(no extra decorations are needed)

ADULTS:

SANCTUARY

- Set up stage/chairs
- Set up sounds/video/etc

DONT FORGET THAT THERE IS A SATURDAY SERVICE!

ADULTS: Dom

9. FRIDAY AND SATURDAY BANQUET SERVICE

Throughout the evening check each table often. They are our guests. They are seeing Jesus through you.

Preset Common Grounds

- Put filled water pitchers on tables by 6:25pm

■ Coffee Service: **Deb Stephen** will make coffee and leave it ready to go Friday afternoon. Make 150 cups of coffee at 4:45p. When done put into coffee servers and put on table in south lobby.
Immediately make 100 more (3 ppl) Make a pot of hot water for tea at 4:45p.

FRIDAY PRESET ADULTS: Hudson, Amy

SATURDAY PRESET ADULTS: Sandy, Lou P, Pam C

Practice in Sanctuary

FRIDAY ADULTS: Dom, Kirk

Common Grounds

FRIDAY KITCHEN ADULTS: Audrey, Janette, LuLu

FRIDAY BEVERAGE ADULTS: Lou

FRIDAY DIRECT TEENS: Nicole (hallway/kitchen), Matt (floor)

FRIDAY SANCTUARY ADULTS: Dom

FRIDAY CLEAN UP ADULTS: Audrey, Janette, LuLu, Nicole

SATURDAY KITCHEN ADULTS: Sandy, Beards, Pam

SATURDAY BEVERAGE ADULTS: Lou

SATURDAY DIRECT TEENS: Jen/Nathan (hallway/kitchen), Melissa (floor), Joel (kitchen door)

SATURDAY CLEAN UP ADULTS: Norma, Jeff, Therese

EVERY SERVER HAS A PARTNER. THEY EACH HAVE 1 TABLE FOR WHICH THEY ARE RESPONSIBLE: making sure table is preset correctly, serving salad, refilling water, serving coffee, serving dessert, keeping customers happy. THE SERVICE OF THE MAIN DISH AND CLEARING DISHES WILL BE DONE FOLLOW-THROUGH STYLE

Salad

- Put salad + in bowls with tongs ON YOUR TABLES AFTER PRAYER

After Salad

- Clear salad plates, throw in garbage can.

Take garbage to outside dump often (2ppl): _____, _____

Main Dish

- Serve main dishes.

-Serve a complete table before you move on to the next table.

Serve Ladies 1st. Look to **l** for where the last table was serve.

Follow through (left to right, starting in front left)

-2 people serve together: one holds the tray while the other hands out the plates.

- Refill water often
- After all are served, go around with coffee/tea, sugar, cream
- Clear plates.

Desert

- Bring desert to your table.
- Refill water.
- After all are served, go around with coffee/tea, sugar, cream
- Final Clear plates.

FRIDAY TABLE SERVICE & GREETERS

Alex A + Kalie B
Daniel B + Gianna C
Kaitlyn D + Josh S (2 Tables)
Lucy F + Sarah Hudson
Giandra G + Ben W
Gianna G + Jon V
Andrew P + Monica W (2 Tables)
Hannah L + Alex M + RJ Z (2 Tables)

SATURDAY TABLE SERVICE & GREETERS

Marie B + Phil B + _____
Sara G + Arianna D + Jocy
Sarah Hartigan + Alyssa T
Tyler W + Monica W
Adam B + Gianna G*
Katie M + Tim G
Nikki M + Daniel B
Collette A + Kaitlyn D + DJ
Stephanie B + Lucy F*
Renee B + Simon N
Jocelyn F + Ben
Giandra G + Gianna C

Kalie* + Jon V + Josh Sanders
Ben W + Alex A

Saturday Sanctuary Set-up (630-8)

Brandon W
RJ Z
Andrew P
Josh Stephen
Megan S

Saturday babysitting Shift 1 (630-8)	Saturday babysitting Shift 2 (8-915)
Heather M Sarah Hudson Hannah L Alex M	Heather M Kalie B Lucy F Gianna G

Collette Albert: drama (TT) 1: Alex Avalos: quiz, video Phillip Bagley: drama, decor (TT) Stephanie Bagley: drama, decor (TT) Marie Baker: drama, decor (TT) Renee Baker: drama, decor (TT) Adam Baran: drama, decor (TT) 2: Daniel Blair: 1: Kalie Bestwina: vprogram 2: Gianna Coffman: drama 3: Kaitlyn DeNovo: decor Arianna Diaz: drama, decor (TT) 4: Lucy Fabre: decor Jocelyn Fernandez: drama (TT) Sara Gablin: drama (TT) Tim Gablin: (lights)(TT) 5: Giandra Gerardi: drama 6: Gianna Guido: Sarah Hartigan: : drama, decor (TT)	4: Sarah Hudson: drama 7+8: Hannah Laing: drama Katie Mahoney: drama, decor (TT) Nikki Martinez: drama, decor (TT) 7+8: Alex Matrasko: Child care/ lights Simon Naegeli: decor (TT) 9: Andrew Piworski: video Megan Stephen: drama, decor (TT) 3: Josh Stephen: video, decor Alyssa Tennant: drama, decor (TT) 6: Jon Vandiver: decor Tyler Washington: drama (TT) Brandon Weisfeld: drama (TT) 9 Monica Weisfeld: drama, decor 5: Ben Wolf: program 7:+8 Raymond Ziecina: video
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10. CLEAN UP

Everyone. No exceptions.

Friday Clean Up

- ▣ vacuum, put food away, wash utensils
- ▣ Reset tables

ADULTS:

Saturday Clean Up

Put everything away!

- ▣ All tables back in proper rooms (pak room, table closet, alpha room)
 - send tables that belong to people home with them or put in gym

ADULTS:

- ▣ Take down all decorations and put in vday storage box

ADULTS:

- ▣ Vacuum Everything. Reset all chairs

ADULTS:

- ▣ Put all utensils away in kitchen

ADULTS:

- ▣ Leave nothing in foyers, kitchen (unstored), or in sanctuary.

- ▣ Clean prayer room

ADULTS:

WE WILL CELEBRATE TOGETHER WHEN WE ARE DONE. DO NOT LEAVE BEFORE THEN.

11. MEDIA TEAM

- ▣ Sound: Simon
- ▣ Screen: Jon V
- ▣ Lights: Tim G
- ▣ Video: RJ, Josh Stephen, Alex Avalos, Andrew Piworski

12. DINNER

Screen **Sound**

6:25 •Candles lit, lights dimmed, room set, music playing, WELCOME SCREEN

+MaterD: Matt & Christine Please use master list to check in each couple. This is important!

+Some students at door to greet and help escort

6:30 •Common Grounds doors open

•Ponch is available to take pictures

7:05 Welcome + prayer: RJ/Brandon/Jocelyn

Table quiz: Jon & Ben

7:10 Serve Salad

Clear Salad.

Serve Main Course

Clear Main course

Serve Dessert + Coffee

AI Borland look-alike contest

Kaitlyn DeNovo

Clear Dessert

7:55 Show onMISSION TRIP video

Daniel speak about envelopes

Invite everyone to come to come to studio "BC1"

Countdown clock to start of show

Teens to collect envelopes in CG hallway:

13. Program

Screen Sound

8:10

TOOL TIME SCRIPT:

https://docs.google.com/document/pub?id=1YImpqOkEWR30BO4XNN7bp6encFvXPOk3gYL_RwdvTfE

Scene #1: “Tool Time”

Scene #2: Taylor’s home

Scene #3: Back Yard

Commercial Break

Scene #4: “Tool Time”

Commercial Break

Scene #5: Taylor’s home

Scene #7: Back Yard

The Mentoring Investment

Daniel Riem

Mentoring Video

All Teens on stage

Teens to collect envelopes in sanctuary lobby:

2011 DEBRIEF

ticket sales one family, takes care of 1 service all 3 weekends. Then this is all they have to do. They do not need to set up or clean up.....

Therese's thoughts

Saturday night Deb Stephen

First Service Sunday Hartigans or Bakers

Second Service Sunday Janet Mahoney.... she can't do anything else, because she can't stand for extended periods of time. She asked for this assignment.

Call Mr. Blair ahead of time and get him ticketed (Daniel or Therese should do this, so we understand exactly what his wishes are)

Little bit bigger salad plates?

Bring a lighter

Decaf coffee only

2 baskets of tea bags?

Add sparkling grape juice to the shopping list?

Are we making too much coffee? (Friday night Alice' and Bill Baker dumped out 2 full pots plus countless carafes full)

Great idea from the twins:

Shake table cloths into garbage and flip over to use the second night. That cuts in half the amount of table cloths we need.

PamCascicio wants to help plate food in the kitchen

How ever much blue tape we have, its not enough.

So impressed with the fact that there was no noise coming out of the kitchen during the performance (I was really concerned about this ahead of time).
Performance went well, serving went well,
Clean up looked like a well oiled machine