**OCSC PARENT VOLUNTEER EVENT**

Name of Event: Spaghetti Dinner

Event Timing: February weekend of Conference Meet

Explanation: Team dinner to celebrate and get excited about the Conference Meet and do a “Carbo Load” dinner. Typically 4:00 – 6:00

# of attendees: Winter Swimmers and Coaches (approx. 70 attend)

VOLUNTEER RESPONSIBILITIES:

**Before Event:**

1. Secure Hillcrest as soon as Conference Date is confirmed
	1. Hillcrest Bible Church / 752 E. Netherwood / Oregon / 608-835-7972
	2. Pick up key to building a few days before event and return per instructions
2. Contact McDonalds for Donation of Lemonade (with Coolers) 1 Lemonade / 1 for ice water
3. Work with Special Events Coordinators to post details on TeamUnify
	1. Request Volunteers to set up / serve / clean up
	2. Request RSVPs
	3. Sign up for Garlic bread, Salads, Desserts
4. Purchase Spaghetti, Sauce, Meatballs and any other supplies
	1. Don’t forget to submit receipts for reimbursement
5. Pre-Cook noodles

**Day of Event:**

1. Set up – 10 tables with tablecloths.
	1. Decorations as you would like ☺
2. Finish cooking noodles and Garlic Bread
3. Kids usually eat after they have completed making their Conference T-Shirts
4. Clean Up

**Recommendations from previous Coordinators:**

* 8 packages spaghetti per 50 people
* 8 Large bottles of sauce
* 2 HUGE bags of meatballs (128 per bag)
* Veggie Trays / Salads
* Nesco
	+ 1 Nesco with meatballs and sauce
	+ 1 Nesco with just sauce
	+ 2 Nesco with noodles