

MDSC

Host Meet Guidance sheet

We are responsible for providing the food for all officials and coaches for one meet per season. In the past, our club has also fed our swimmers a light lunch from the host table. Generally, plan to provide enough for approximately 50 adults and our swimmers. The idea is to have enough food for snacking and drinks throughout the meet. We've usually provided a variety of finger foods and a light lunch. (For example, a typical past menu would be: bagels, muffins, donuts, fruit (grapes, pineapple, cantaloupe, strawberries, etc.) vegetable tray w/dip, musubi, chicken wings, salads, entrees (in the past, we used L&L Drive In: 1 large tray noodles, 1 large tray rice, 1 large or med entrée w/meat, like orange chicken or chicken katsu), chips, cookies/brownies, etc...We also provide ice and drinks: coffee, and canned/bottled drinks such as water, Gatorade, or juices (6-7 cases total).

Suggested planning: Make changes/additions, as you see fit.

Make a sign up sheet for donations of food, water, drinks, or money (in the past, the suggested donation has been \$10 per family).

Make sure the sheet includes the date and location of the meet.

Place the sign up sheet at the pool desk. You might want to consider also making/posting a sign to draw attention to the sign-up sheet.

Possibly contact Starbucks/Jamba Juice for donations: They sometimes will provide coffee, small jambas, or coupons to hand out to the timers and officials. The club does have a percolator, so we can also make our own coffee.

If it appears that there won't be enough food from donated items, we might need to order food - or we may choose to do this out of convenience, especially if we have a lot of monetary donations. In the past L & L Drive-In has been convenient and reasonable. Likewise, if it appears that the donations for drinks aren't sufficient, we will have to purchase drinks.

Arrange for paper goods & utensils: napkins, coffee cups, plates, small bowls, etc... The club sometimes has a supply – presently housed at Laura's house: check with her to find out what is on hand.

Arrange manpower to help with purchases, set up, manning the table, delivering snacks/water to the timers/officials, and cleanup.

Arrange for coolers for the drinks and for ice.

The club can expend some of our funds, if needed, but generally, we try to keep the amount under \$150. For purchases: we can write a check to stores or restaurants, or can reimburse for purchases. Please keep all receipts. Checks have to be co-signed, so we need some prior notice to write checks – a day is usually sufficient.

Plan to begin set up at around 7:30 am on the morning of the meet.