

2011 New Faculty/ Staff Luncheon - Head's Residence
Monday, August 22, 2011 - 12:00 PM

Maintenance: (Lyle please let me know if this time line will work for your crew)

9:30 AM: Maintenance please bring over and set-up: 24 guest total

18 white folding chairs
3 Round tables
3 Rectangular tables
Items from Gail to bring over.

11:30 AM: Bring Food Items over

3 garbage cans and 3 Blue recycle cans and 3 Red compost can

2:00 PM: Maintenance needed to remove tables and chairs, garbage.

Please let me know if there are any changes to this schedule. Thank you everyone so very much.

Aloha

| <u>Name</u> | <u>Items</u> |
|---------------------------------|--|
| Gail Maurice & Staff | 1 case of plain waters 20 Bottled Juices 1 cooler w/ice 2 container to put drinks in 50 clear plastic cups 30 white paper plates 30 dessert paper plates 50 Overlake paper napkins (large) 50 Overlake cocktail napkins Board of Trustee silverware |

Food Items – Kitchen

Condiment Tray:

(lettuce / tomatoes / mayo/ mustard pickles and olives)

Breads

Pasta Salad – *Vegetarian*

Fruit Crisp Dessert

Coffee/Tea

Sugar/Cream

Aloha Moore

Tablecloths
Table Decorations –vases for flowers/ ribbon
Event Plan Form

Food Items – Aloha

2 Meat/Cheese trays

Sue Grijalva

House/flowers

GRASS

DINING
TABLE

Le Chairs

Le Chairs

Le Chairs

HOUSE

Kitchen
Door

Kitchen door

DRINK'S

Food Food

HOT
TUB