

MS Faculty Dinner at the Head's Residence - Thursday, September 22, 2011

Maintenance- please deliver the following items to the Head's residence at 9:30am on Thursday, September 22, 2011. Please also bring over the 3 garbage cans we use for the Board meetings.

Maintenance please return at 6:30pm to remove items back to the kitchen.

Kitchen Staff – please have the following items ready to go at 9:30 am

Items needed for the Faculty Dinner on “US Back to School Night”

50 – Heavy paper plates (3 compartments)

100- Napkins (Overlake emblem)

40 – Metal forks and knives

40 - Plastic glasses,

40 - Paper coffee cups

Sugar, cream,

3 white paper rectangular tablecloths for the dining room table

A plate of the dessert you will be serving to parents that night (if ready)

40 mixed – Bottles of water and juices –

3 bags of ice

Coffee - regular and decaf

Tea assortment

Pot of hot water

One kitchen staff member to help me for the food pick-up, set-up, and clean up

Thank you everyone!! Aloha