

**Event:** **Leader Breakfast**  
**Date:** **1/1/13**  
**Location:** Café Theater **Event Coordinator:**  
**Hospitality Leader:** **Adults:** 200  
**Volunteers:**

Food & Supplies	Supplier	Starting Qty	Ending Qty	Qty Charge	Cost
Chicken Biscuits	Restaurant- Arriving at 7:15am 555-5555				
Fruit Trays					
Vanilla Yogurt					
Regular Granola					
7.5" Clear Plates					
Rectangular Napkins					
Forks					
Spoons					
Knives					

Coffee Cart	Supplier	Starting Qty	Ending Qty	Qty Charge	Cost
Regular					
Decaf					
Half & Half					

Drink Cart	Starting Qty	Ending Qty	Qty Charge	Cost
Diet Coke (24/cs)				
Coke (24/cs)				
Water (24/cs)				
Assorted Juice				

**Kitchen Supplies**

4 Chafing Dishes  
 4 Sterno & Lighter  
 Coffee Bases  
 Tongs and Serving Spoons

**Dry Storage Supplies**

Red Flowers Centerpiece  
 Napkins  
 Silverware Basket  
 Basket for Jelly  
 White Bowl for Granola  
 Large White Bowl for Yogurt  
 Creamer Carafes

7:00am

Volunteers Arrive  
 Brew Coffee  
 Gather Supplies  
 Setup Chafing Dishes  
 Prepare Food & Beverages  
 Decorate Food Table

7:45am

Food & Beverages Setout and Ready to Host

8:30am

Clean Up & Record Ending Amounts