



## ***Cast Party Co-Coordinator Guidelines***

Being a part of the C-MENT program is a positive and rewarding ministry for all involved and we appreciate your volunteer participation as a Cast Party Co-Coordinator. Your attention to detail and planning will make this an enriching time for all involved. The following guidelines are to let you know what your job entails.

### **JOB DESCRIPTION:**

- Purchase food, decorate the space, organize and run the cast party.
- The cast party is held at church prior to the last performance.
- After the party, oversee the restoration of the facilities.

### **PRE-PLANNING:** *Communicate with the other co-coordinator approx. 2-3 weeks before Tech Week.*

- You will receive the budget for the cast party (including food, paper goods and decorations). It's likely you will receive a Thrivent card to use for purchases. If so, use the Thrivent card first when making purchases.
- You will also receive information regarding any food allergies among the cast and crew – purchase items accordingly.
- Create a list of food and beverage items to be purchased (based on recommended menu below, and any allergies) and identify roles for purchase of food/drink items (if NOT using PLC/Costco Business, see below), decorations, food donation letters, etc.
- Rhonda Geske of the PLC front office orders items from Costco for PLC. Contact her to discuss placing any C-MENT Costco purchases through her at least 2-3 weeks before Tech Week.
- Paper goods (plates/bowls/cups/utensils/napkins)—use supplies in PLC kitchen or purchase as needed. (Do not use supplies in Confirmation cabinet.) If your budget provides, themed table decorations are encouraged, but at a minimum, plastic tablecloths for round tables are required.
- Set up a time to get a tour of the kitchen (e.g. how oven and dishwasher works, where to store food, which serving items to use) and venue if you are unfamiliar with them.
- See attached form letter for requesting food donations from restaurants or retailers. We've had success with stores such as Vons, Costco, Chick-Fil-A, and Olive Garden for past productions.
- Contact Director Betty King to confirm the time of the party (normally at 4:00 pm on the final day of performances). Prepare to work backwards from that time accordingly to ensure meal is served in a timely manner.

### **DAY OF CAST PARTY**

- Ensure PLC Kitchen is clean and restored as you found it. The concessions and cast snack volunteers will be following your time in the kitchen. Basics include counter cleaning, dishes/bowls/container cleaning and drying and put away, sweeping and spill cleaning. Dish towels (if used) need to be taken home, cleaned and returned.
- Note what is consumed and what is not and make recommendations for next season.

### **POST-PRODUCTION**

- Submit all receipts (including receipts from Thrivent card purchases) and reimbursement form (download from [c-ment.org/volunteercoordinatorpositions/](http://c-ment.org/volunteercoordinatorpositions/)) to either an Advisory Board member or the church office for Adele Buffington to approve for payment.

### **RECOMMENDED MENU**

#### PASTA MEAL

- Spaghetti or another kind of pasta that grabs sauce well; be sure to reserve some as plain with a bit of olive oil/salt for those who do not like sauce
- Red sauce with meatballs
- Garlic bread and plain Italian style bread
- Mixed salad – offer a couple variety of dressings (check refrigerator for already available options)
- Mixed fruit salad or cut up fruit
- Lemonade (donated from Chick-Fil-A in the past), water in pitchers and/or another drink choice
- Dessert (e.g. cake, brownies, cookies, cupcakes, ice cream)

The cast party is always a fun and memorable time for the cast and crew and we appreciate your assistance. If you have any feedback that would help the C-MENT cast party run more efficiently, please let us know!