



Cast Snack 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 Snack Co-Coordinator. Your attention to detail and planning will make this an enriching time for all involved.

JOB DESCRIPTION

- You will set up a schedule of snacks for each dress rehearsal during Tech Week and performance intermissions. For the Cue-to-Cue rehearsal (the Saturday before Tech Week) you will pick up pre-ordered Subway sandwiches, purchase additional items (e.g., chips & apples), and help serve the cast/crew lunch. Write each name on the sandwich and place on kitchen counter for self-service.
- The snack team is responsible for buying, serving (with assistance from additional volunteers) and cleaning up after the snack.

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

- Approximately 3 weeks before the performances, you will receive the budget for cast snacks for Cue-to-Cue, Tech Week rehearsals, and all performances.
- 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 food items below, and any allergies) and identify roles for purchase of food/drink items (if NOT using PLC/Costco Business to order, see below) and schedule for Tech Week and all performances.
- You will receive the contact name/info of the PLC front office individual who orders items from Costco. Identify when the C-MENT cast snack order can be placed with the PLC order – please verify this information at least 2-3 weeks before Tech Week.
- 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.
- Confirm prior to Tech Week with Director Betty King GENERALLY when and where snacks will be served for rehearsals and performances (e.g. the back patio is mainly used if weather permits). Schedule your time accordingly by working backwards from when the snack should be served.

TECH WEEK & PERFORMANCES

- Confirm with Director Betty King the time she would like the snacks served each evening.
- Help clean and restore the kitchen following snack service. Basics include counter cleaning, dishes/bowls/container cleaning, drying and put-away, sweeping and spill-cleaning. Dish towels (if used) need to be taken home, cleaned and returned.
- Use the kitchen beverage dispenser and provide small disposable cups to provide water to cast/crew. Confirm with Director Betty King as to where to place the table to serve the water.
- Please remind cast to keep food/drinks out of the Green Room to avoid staining costumes and/or carpet.
- Please monitor the areas where the snacks are served – ensuring trash cans are nearby where the cast/crew will eat.
- If you have leftover food from the night, save what you can (and makes sense) to serve during the intermission of our last performance on Saturday. The cast and crew have already had their cast party by this day, so their appetites tend to be a bit smaller than other nights.
- Note what is consumed and what is not and make recommendations for next season.

POST-PRODUCTION

- Send a detailed report of all accounting and most popular items consumed to the Director of Volunteers (Christine Rogers: christinemuther@yahoo.com) after the last performance. [Click here](#) to see a previous show's spreadsheet of items/quantities.
- Submit all receipts and reimbursement form (download from c-ment.org/volunteercoordinatorpositions/) to either an Advisory Board member or the church office for Adele Buffington to approve for payment.

RECOMMENDED SNACK ITEMS - avoid foods/sauces that can stain costumes

HOT ITEMS

- Chicken taquitos
- Mini corndogs (no ketchup/mustard)
- Chicken nuggets
- Meatballs (no sauce)
- Mini tacos

COLD ITEMS

- Grapes, small clementine oranges (Cuties)
- Baby carrots (not a huge hit, but could be combined with another cold item)
- Cheese sticks (not a huge hit, but maybe cut in half to avoid waste)
- Mini lemonade push pops
- Frozen mango chunks
- Mini brownie bites
- Cheez-Its, Goldfish crackers
- Lemonade (donated from Chick-Fil-A in the past)

This checklist is not exhaustive. Please contact the Director of Volunteers (Christine Rogers: christinemuther@yahoo.com) if you have a new snack idea. Additionally, if you have any feedback that would help C-MENT cast snacks run more efficiently, please let us know!