

Pancake Breakfast 2010: Adult Signup

Email sign-up: send to ncw@mit.edu

Date: April 19, 2010

Manager – Franco Wong

Co-Manager – Katie Sultan

Kitchen managers	
Early shift -	Hank Manz
First regular shift -	Mike Ames
Second regular shift -	Mike Ames

Shopping	
1	Anna Izraitel
2	David Frank

Adult recruiting

1. No longer needed

Solicitations – To solicit donations from the merchants in the area.

1. Margaret Stebbins

Publicity – To send information to the local paper, the Globe, etc.

1. Liz Foley

Wrap silverware – before Saturday, April 17, 2010. We need a family willing to wrap 1500 sets of forks and knives in napkins.

1. Alan Kirby

Saturday and Sunday Setup

Saturday Setup

April 17, 2010, 1:00 to 4:00 pm. 12 adults.

Jobs: Mop floor; set up tables and chairs that we are allowed to move before Sunday; clean kitchen; rearrange kitchen to set up grills and pancake mixer; clean out refrigerator and freezer; set up serving tables; put up signs and scout displays; bring items from storage; cut oranges; wrap silverware (if necessary).

	Saturday Setup (1:00 – 4:00 pm)
1	Tad Coburn
2	Charlie Marge
3	Arlene Marge
4	Eamala Vasudev
5	Cathie Ghorbani
6	Jeanne Hobbs
7	Michelle Ciccolo
8	Alison MacLaughlin
9	Tom Whelan
10	Julie Palmer
11	Mark Davis
12	Lynn Eriksen

Sunday Setup

April 18, 2010, from 1:00 until done. 5 adults.

Jobs are: Get remaining chairs, finish up what's left on Saturday.

	Sunday Setup (1:00 pm)
1	Gary Ho
2	Ginny Caples
3	Sean Caples
4	John Marshall
5	Caroline Fitzgerald

Monday First and Second Early Shifts

First early shift

Monday, April 19, 2010, 1:30 to 3:30 am. 3 adults.

Job: heat *Brown and Serve* Sausages.

First Early Shift (1:30 – 3:30 am)	
1	Ann Singh
2	Hank Manz
3	Duncan McCallum

Second early shift

Monday, April 19, 2010, 2:45 to 5:15 am. 5 adults.

Job: make coffee, orange juice, hot chocolate, hot water for tea; start making pancakes for Minutemen, who will start arriving around 3:30 am. Pancakes to be stockpiled for the first regular shift. Serve the Minutemen and their families.

Second Early Shift (2:45 – 5:15 am)	
1	Steve Schaffner
2	Bonnie Brown
3	Nancy Bartlett
4	Kate Lepore
5	Mike McKenna

Monday First and Second Regular Shifts

First regular shift – Monday, April 19, 2010, 5:15 to 8:00 am.

Second regular shift – Monday, April 19, 2010, 7:45 to 10:15 am.

For each shift: 18 adults – 7 for kitchen, 7 for serving, 2 for drinks table, and 2 to greet folks. In the kitchen, we need 1 person to do pancake mix, 1 person to put pancake mix on the grills, 3 to work the grills, 1 to remove pancakes from grills and supply serving areas, and 1 person to make drinks. We need 2 persons to prep plates, 2 to serve, 1 to float between kitchen and serving area, and 2 to serve the VIP tables. The 2 people on the drinks table figure out what is needed when, keep the area tidy, make coffee, and supply greeters with coffee. The greeters (in scout uniforms) serve coffee to people in the line.

First shift (5:15 – 8:00 am)		Second shift (7:45 – 10:15 am)	
Kitchen		Kitchen	
1	Mike Ames	1	Mike Ames
2	Joe Lepore	2	Eamala Vasudev
3	David Gambone	3	Richard Schwartz
4	Rania Davis	4	Leigh Estabrooks
5	Crystal Kjelsberg	5	Peter Childs
6	Ron Beaulieu	6	Anna (or Mark) Elliott
7	Wendy Manz	7	Jeff Krasinski
Serving		Serving	
1	John Woodhouse	1	Jeff Shorter
2	Lien Ho	2	Lien Ho
3	Johnathan Kinghorn	3	Ellen Pi
4	Bagavan Sundaram	4	Gale Fiarman
5	Erin Manz	5	Steve Kaye or Kathy Pike
6	VIP table: Teresa Keh	6	VIP table: Teresa Keh
7	VIP table: Lynn Woodhouse	7	VIP table: Lynn Woodhouse
Drinks		Drinks	
1	Steve L. Palmer	1	Caroline Fitzgerald
2	Dave Jesurum	2	
Greeters (in scout uniform)		Greeters (in scout uniform)	
1	Steve Silva	1	Charles Hatvany
2	Kim Coburn	2	

Monday Cleanup Shift

April 19, 2010 from 10:30 am until done (~1 pm). 12 adults.

Jobs: Return chairs and tables to original places; mop hall; clean kitchen; clean grills; clean serving utensils and tools; return grills and pancake mixer to storage; return leftover products and all our tools to storage in the other building; return all scouting materials to the other building. We need 1 person to take all leftover food to a donation center.

	Cleanup (10:30 am – 1:00 pm)
1	Manager: Susanna Whitman
2	Lesley Benson
3	Paul Smith
4	Ann Marie Tan
5	Debbie Childs
6	Eamala Vasudev
7	Anna Izraitel
8	
9	
10	
11	
12	Donation delivery: Margaret Stebbins