



## New Mexico Pageant of Bands

### Function Description

### Meals

**Last Revision:**  
8/28/2017  
**Reports to:**  
POB President

#### Summary

Provide breakfast and lunch to school representatives and to participating guests, such as judges, EMT staff and photography staff. They are also available to act as “runners” and subs during other representatives' breaks.

#### Roles

- **POB Reps** – In charge of planning the breakfast menu and procuring and setting up breakfast. They collect Dion's lunch orders from all reps and participating POB guests, noting dietary needs of special orders. They are in charge of arrangements with Dion's for order completion and delivery.
- **Day-of-Event Volunteers** – help reps sort lunches into boxes labeled by area such as check-in, warm-up, press box, people's choice, photography, tickets, south gate, and volunteer check-in. They then will run these boxes to the designated areas and return with any problems reported by the recipient(s).

#### Pre-Event Procedures

##### Lunch (Dion's)

- At least one month prior to the event, establish contact with the manager at Dion's at Juan Tabo and Central to confirm date for order completion and delivery.
- Re-confirm with Dion's two weeks prior to assure readiness of Dion's staff.
- Bring in all completed Dion's orders bound in sheet protectors, single sided, the week prior to the event (so they can order extra stock). These should be in bold print with any special dietary needs or menu variances marked in red.
- Lunch orders will be collected at successive meetings early in the season. Be sure to inquire if orders from ancillary staff are missing. Try to re-organize orders by location to make later sorting easier. Add extra turkey/white/chips/chocolate chip cookie orders for unforeseen missing lunches or extra all-day help.

##### Breakfast

- A coffee donation from Starbucks will be confirmed for breakfast.
- Breakfast preferences will be identified and purchased along with juice, tea, hot chocolate, bagels, cups, flatware, and paper goods.
- Make any home-baked goods.
- See suggested breakfast item list.

#### Day-of-Event Setup

- Cook any heated items (such as bacon).
- Pick up coffee donation from Starbucks.
- Set up tables near ticket booth using tablecloths, coffee cam-bros, fresh and prepackaged foods, paper-goods, fruit, etc.
- Gather extra food/snack items to take up to press box at clean up time around 7:30.

## Day-of-Event Tasks by Role

### Rep and Volunteer Tasks

- Arrange boxes labeled with representative locations for Dion's lunches and store nearby.
- One half hour prior to predetermined delivery time, set up boxes outside stadium.
- Look for volunteer staff and instruct how to read the orders to find location of each individual. Names of individuals should be on each lunch. Their location should be on our copy of order form.
- Deliver lunches.
- Address any missing lunches or problems.

### End-of Day Tear-Down Tasks

- Collect coffee cambros and return to Starbucks
- Collect any snacks/food left in press box
- Box up unused/unopened paper-goods for next year!
- Collect personal items.
- Clean-up area.
- Check other areas.

### Post-Event Tasks

- Prepare the Post Event report for distribution at the last (November) POB Organizing Committee meeting. The report should include what went right, what went wrong and suggestions for next year.

### Supplies Checklist

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. Hat
7. Sunscreen
8. Coat (may be cold, especially during setup)

### Notes

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_