

Broasted Chicken Dinner

Project Planning Guide

Purpose

To raise monies for the Sacred Heart KofC council 10873. This is the only fund raiser our council has where the money raised are used for our council's discretionary activities. Typically, after expenses this event raises between \$1200 - \$2000.

Scope

The Knights of Columbus need to sell 300 tickets. The chicken is brought and prepared by the Car Barn in Wheatley. We normally ask the Car Barn to bring 320 meals. All other foods are bought and prepared by the KofC. Tickets are sold by the event team after the Sunday 8:45 a.m. Mass. Also, each Brother Knight is given at least 8 tickets to sell to family & friends. Tickets are only sold in advance; **NO** sales are to be done at the door. In 2019 tickets were \$17 for adults, \$8 for children 6-12 yrs. Children 5 and under are free. Because of increased cost it is recommended that 2020 ticket prices be raise to \$18 for adults and \$9 for children 6-12. Dinner is served in Sacred Heart Parish Center on the last Sunday in September from 4-7 p.m.

Requirements for 300 people

- Event Manager & Assistant Event Manager – should be identified in July at the start of the Fraternal year.
- Approximately 16 helpers are needed. Some helpers can have multiple roles.
 - Note – Only the ticket seller/greeter and Event Manager are to handle money
- Optional – get 2-4 students who need volunteer hours. Use these students on the cleaning crew.
- Reserve the Sacred Heart hall
- Reserve the Car Barn for 320 meals
- Print 300 tickets
- Order 3 white cakes and 3 Chocolate cakes from Costco
- Order 28 dozen Vienna rolls from Shake and Bait Variety
- 10 large heads of Cabbage,
- 3 Large onions
- 5 pounds of carrots
- 3 watermelons
- 4 musk melons
- 1 hamper of tomatoes
- 21-2 kg bags of vegetables
- 2 carafes of coffee
- 4 kg margarine
- 2 x 3.78L Miracle Whip (for best price & quantity check No Frills and Costco prices)
- 2 x 3.78 Kraft Coleslaw (for best price & quantity check No Frills and Costco prices)
- 4 L 2% milk
- SOS Pads
- 2 large pot of hot water
- 1 box of tea bags
- 2 turkey deep fryers – (typically supplied by Adam Sheeler, Mike Hendrycks)

Approach/Timeline

1 year before:

- Make sure that the Sacred Heart Parish Centre is booked for both Saturday and Sunday, 1 year in advance. The hall is needed on the Saturday for food preparation, table set up, place mats, salt and pepper shakers, etc.
- Make sure that the Caterer is booked for the day that was agreed upon with him. A couple of years ago we did have a mix up in the dates, just check. The Car Barn is already booked for September 27-2020. We use the Car Barn Caterers from Wheatley, Ontario. We tried the chicken from other local Caterers but there was no comparison in the portions or the taste, so we stay with the Car Barn. 1-888-825-4946, Barry Broadbent, owner. We usually order 320 meals. He supplies the baked potatoes and the chicken.

5 months before:

- Confirm with the Car Barn that they still have our reservation so there are no misunderstandings.

3 months before

- Appoint an Event Manager and a assistant Event Manager.
- Print 300 tickets. They must be sequentially numbered, and the numbers recorded, so that they can be checked if needed.

2 months before

- Check with the Caterer (Car Barn) to see if there is an increase in the price of the chicken meal.
- Check any other increases in the food prices as they must reflect in the ticket price. See scanned ticket list for details.
- Check the stock in the upstairs hall supply room and see what must be ordered and make a list of supplies that must be ordered.
- Give out tickets to all the KofC members to sell.

6 weeks before, and every week after:

- You must check with each member to see if they are selling tickets. Don't wait until the last minute or you won't sell enough tickets. **We must sell a minimum of 300 tickets or the Caterer will not come.**

4 weeks before:

- The Event Manager must appoint someone to look after getting helpers which includes 16 people. Some people can have multiple roles:
 - Taking tickets at the door-1 person
 - Carrying in of the Chicken - 1 person
 - Carrying in of the potatoes -1 person
 - Passing out of plates and napkins- 1 person
 - Serving Chicken - 3 pieces only – 1 person
 - Serving vegetables – 1 person

- Table cleanup and sanitizing tables -3 people
 - Dish washer duty 1- person
 - Look after the coffee, cups, creamers, sugar, replenishing of cole slaw and tomatoes and rolls 1 person
 - Cutting and serving cake 1- person
 - Cook vegetables, it takes 1 person
 - Next day cleanup and re-setup the hall – 4 persons
- Order supplies from a Wholesaler not from your everyday grocery store, you must order supplies from the lowest prices. This is because of profits for the function. Usually order from Ricco Foods or Costco in London. I like ordering from these people because you can buy only what you need and other stores you must buy in case lots, and they won't split them.

2 weeks before:

- We use cakes from Costco in London as they are cheaper \$ 19.95 each, and we order 3 white cakes and 3 Chocolate. Someone must go to Costco London in person and place the cake order.

1 week before:

- Order 28 dozen Vienna rolls from Shake and Bait Variety

3 days before:

- Peter Bogaert usually gets 10 large heads of Cabbage, 3 Large onions. 5 pounds of carrots, all used in the making of coleslaw. Tom Johnston and Mike Hendrycks usually make the Cole Slaw. Peter usually gets the 3 watermelons, 4 musk melons.
- Dan Houle usually supplies 1 hamper of tomatoes

1 day before:

- The day before the Broasted Chicken Dinner someone must go to Costco and pick the cakes up and you must have a Costco Card in order to get them. Costco will only take Cash, Debit Card or Master Card.

0 days before:

- The kitchen must be as clean when we leave as it was when we came in. So, you need help for kitchen clean up before you leave.

The day after the event:

- 4 people 2 hours. The tables must be taken down on the Monday morning, the floor vacuumed, and the tables put back up.