

Pasta Dinner for El Salvador Homes for Hope Mission

Project Planning Guide

Purpose

To raise \$1200, or more, for Father Chris Gillespie's Homes for Hope El Salvador mission. 100% of the mission money is used to send Father Chris to El Salvador and pay for some materials where the mission builds home for the very poor.

Scope

To sell 125 tickets for \$7 each (children 5 & under are free). The Sacred Heart Knights of Columbus (KofC) run this event at the Sacred Heart hall. The KofC, and various donators purchase and prepare the pasta, sauce, salads, breads, cupcakes, coffee, tea, wine, beer, and ice (most of this is donated). The KofC also setup the hall and invite guest speakers that typically include Father Chris Gillespie (shares mission experiences), Dorothy deBakker, Mike deBakker, and Pete Bogaert (Homes for Hope photo presentation).

Requirements for 125 people

- Event Manager – should be identified as early as possible.
- Assistant Event Manager – usually someone who ran the event last year.
- 1 bird house to raffle off
- Door prizes to raffle off (approx. \$175 worth)
- Approximately 12 helpers (4 pasta cooks, 11 cupcake maker, 2 dish washers, 4 table setup people, 1 bar tender, 1 door ticket seller/greeter, 1 raffle coordinator). Some helpers can have multiple roles.
 - Note – Only the ticket seller/greeter, bar tender, and raffle coordinator are to handle money.
 - Note – in 2020 the cupcakes were substituted with awesome home made pies from Laurie Kraayenbrink.
- Optional –
- 2 students who need volunteer hours. Use these students on the cleaning crew.
- Print 125 tickets
- 8 slow cookers (7 meat sauces & 1 non-meat sauce)
- 48 tins/jars of pasta sauce
- 16 lbs of cooked hamburger
 - Each slow cooker holds 6 tins/jars for pasta sauce + 2.3 lbs of cooked hamburger
- 8 x 900gm packages of penne pasta
- X 900gm packages of spaghetti pasta
- 2 large pots to boil water for pasta
- 2 large containers of parmesan cheese
- 1 bottle of olive oil
- 10 loafs of sliced Italian bread (butter each slice & cut in half)
- 125 people – 10lbs salad
 - Carrots – 2 bags

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- Tomatoes – 9 boxes
 - Cucumbers – 5 whole
- 11 dozen cupcakes or 25 pies
- 2 carafes of coffee
- 1 large pot of hot water
- 1 box of tea bags
- 2 cases of a variety beer
- 2 large bottles of white wine
- 3 large bottles of red wine
- Liquor
 - 1 bottle Rye
 - 1 bottle Rum
- 4 bags of ice
- 1 presenter doing a 10-minute presentation followed by slide show during the meal.
- A well working audio/video system. The sound has been a major complaint stating that it's hard to hear & garbled.
- Optional:
 - You may want background music, but it does get noisy after about 15 guests arrive

Approach/Timeline

6 weeks before:

- Book the hall thru the church office (Christian Thompson).
- Identify Event Manager & helpers (usually done at the KofC monthly meeting)
- Identify 5 cooks. 1 for the pasta + 4 for the sauces
- Identify 11 cupcake bakers (1 dozen each) or pie makers
- Get tickets printed
- Identify presenter(s) & topics

2 weeks before:

- Host a meeting in the church hall (typically after Sunday mass) to assign helper roles (5 cooks, 2 dish washers, 4 table setup, 1 bar tender, & 1 door ticket seller taker, etc.)
- Each of the 4-pasta sauce chef prepare 2 slow cookers. Typically, they have their own favourite recipe that they will use. Ask 1 sauce chef to prepare 1 non-meat slow cooker sauce.

1 week before:

- Host a short meeting (typically after Sunday mass). This a quick meeting to make sure everyone knows what to do and has what they need.
- Pasta chef buy pasta
- Sauce chefs buy ingredients
- Buyer (assign someone) orders 2 carafes of coffee, cream, sugar, cups for day of dinner

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1 day before:

- Sauce chefs prepare sauces
- Cupcake chefs make 11 dozen cupcakes
- Setup the hall tables

Day of dinner:

- Buyer (assign someone) gets salads, breads, butter, liquor, beer, & wine
- Helpers prepare salads, breads, butter, beer, & wine
- At 2:00pm:
 - All helpers arrive at hall
 - Sauces arrive & starts warming
 - Pasta water is heated
 - Bread is cut & buttered
 - Salads are prepared
 - Plates, knives, and forks are placed out
 - Games, auction items, and raffle stuff are placed out
 - Beer, wine, & mix is refrigerated
 - Setup a quality audio/video system (There have always been complaints about the sound quality)
- At 5:00pm:
 - Doors are opened
 - Door ticket seller is in place
 - Bar is opened
 - Optional music is turned on
- 5:30pm:
 - Event Manager announce the evening agenda
 - Do 10-minute Homes for Hope presentation
 - Father Chris says grace before the meal
 - The meal begins
 - Run El Salvador slide show during the meal
- 6:00pm:
 - Fund raiser raffles, draws, etc. begin
- 6:30pm
 - Clean up crew (students if you have them) clear tables of plates, knives, forks, napkins, salt & pepper.
- 7:00pm:
 - Event Manager thanks everyone & closes the event
 - Helpers clean hall, dishes, etc., and store away extra tables & chairs
- 8:00pm:
 - Event Manager makes sure everything is in order & locks up the church.

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Week After the Dinner:

- All purchase receipts are given to the Event Manager
- Event Manager:
 - Reimburses people for their purchase
 - Conducts a Lessons Learned meeting with all helpers
 - Updates this document based on Lessons Learned & posts this document on the KLRCFP.com website.