

# PASTA FEED 101

## DINNER TEAM Friday 4/21/2017

- 03:00 PM - 08:00 PM
- 04:00 PM - 08:00 PM

*Actual Seating Start Time—4:00 p.m. to 7:00 p.m.*

### TICKETS/TRAFFIC

- **Collect Tickets:** Collect a ticket from every person entering the pasta feed. No one will be admitted to the pasta feed without a ticket. Tickets collected will be kept as our record of how many diners we actually admitted.
- **Direct Traffic:** Direct diners to the center of the room where the line will form for food.

### DRINK MAKING

- **Pre-Pour Cups:** Staff the drink tables, pre-pouring cups of lemonade and ice tea and filling the table with them so guests can help themselves.
- **Refill Water Pitchers:** Staff pitcher refilling station so that Table Attendants will have ready access to full pitchers as needed.
- **Mix Drinks:**
  - o Gather empty drink coolers on carts and proceed to the drink mixing station (see Cathy or Laura on Friday for location). Try to keep track of how many batches of each beverage are made through the day.
  - o The team will fill drink coolers with water or mix iced tea and lemonade and then transport the coolers back up to Gym 3.

### TABLE BUSSING

- **Bussing/Cleaning:** Keep the tables cleared of garbage and spills, clear tables, and clean up to prepare for the next folks who will sit at the table.
- **Refill Pitchers:** Scan tables for empty water pitchers, take to swap for full pitcher at pitcher station, when necessary.

### ASSIST BIAGGI'S

- Assist the Biaggi's team in **loading, unloading & serving food** at the ARC in Gym 3.

### TICKET TEAM

#### Thursday 4/20/2017

- 03:30 PM – 08:15 PM

## **Friday 4/21/2017**

- 09:30 AM - 12:15 PM
- 12:00 PM - 03:45 PM
- 03:30 PM - 07:00 PM

### **TICKET PICK-UP (OUTSIDE GYM 3)**

- **Pre-purchased Ticket Holders List:** Ticket pick-up volunteers will have a printed, alphabetical (by last name) list of all the people who pre-purchased tickets. Volunteers will refer to these lists and hand out pre-purchased tickets, drawing tickets off the top of the deck for the appropriate seating.
- **Committee Members, Pacers, & Elites:** Committee members, pacers, and elite runners who have tickets reserved for them will be on a separate list. Cross them off of the list as you distribute their tickets.
- **Child Tickets:** Indicate clearly on the ticket that it is for a child by circling or checking “child ticket” on the front of the ticket.
- **Solutions Table:** Send runners to the Solutions Table in Gym 2 if necessary to resolve issues (e.g., if someone claims they purchased tickets, but they aren’t in the list of pre-purchasers).
- **Sponsor Tickets:** Sponsors tickets are in separate envelopes by business name. There may be multiple tickets in the envelopes. Keep track of how many are remaining in each envelope as they are picked up by sponsor representatives.

### **TICKET SALES (OUTSIDE GYM 3)**

- Ticket Prices:
  - o \$16.00 for adults
  - o \$7.00 for children under 12, indicate on ticket by circling “child ticket”
- Make checks payable to: **C-U Marathon LLC**
- **Quick Sales Tally:** When selling tickets, draw all tickets off the top of the deck. This will make it possible to quickly tally how many tickets have been sold by subtracting the number sold from the total number of tickets (1008). Keep a separate tally of child tickets sold as these will be easier to tally than adult tickets.
  - o Example: Tickets 1-554 have been sold; therefore 454 tickets remain ( $1008 - 554 = 454$ ). This only works as long as the tickets are drawn off the top of the deck.