



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **BREAKFAST WITH OUR VETERANS**

Please Note: If you require space at the Post for any reason (event, meetings, prep work etc.) make sure you've booked the time and date on the Calendar. Text Gillian Woodstrom at 281-615-5670 or email her at [gwoodstrom@woodborne.com](mailto:gwoodstrom@woodborne.com)

**1. GENERAL INFORMATION**

- ☐ Event Name
- ☐ Event Date
- ☐ Time
- ☐ Place
- ☐ Budget
- ☐ Committee Chair & Committee Members

**2. ACTION PLAN**

- ☐ Planning Meeting
  - \* Date
  - \* Agenda
  - \* Timeline
  - \* Roles & Responsibilities
  - \* Meeting Minutes
- ☐ Update Calendar
- **Pre Event** (Auxiliary Breakfast Chair)
  - ☐ Plan monthly raffle basket and confirm raffle ticket personnel
  - ☐ Confirm kids table arrangements
  - ☐ Determine one primary menu item and all secondary menu items for each month
    - \* sweet and savory casseroles
    - \* sausage for gravy
    - \* hash browns
    - \* fruit salad
    - \* baked goods and yoghurt
  - ☐ At monthly membership meeting provide pans and recipes for
    - \* sweet and savory casseroles
    - \* hash browns
- **Day Of** (Auxiliary Breakfast Chair)
  - ☐ Open kitchen: turn on lights and fans, turn on ovens, fill steam table with water and turn it on
  - ☐ Turn in receipts to Post Finance Officer and Auxiliary Treasurer
    - Receipts to Post (budget \$120)
      - \* savory casseroles
      - \* hash browns
      - \* sausage

**Receipts to Auxiliary (budget \$60)**

- \* sweet casseroles

- \* fruit salad

- \* pastries and yoghurt

- ☐ Place items for cooking in oven

- ☐ prep eggs, bacon, sausage, gravy, biscuits, pancake batter

- ☐ Set buffet table in dining room: fruit salad, baked goods and yoghurt

- **Day Of (Post)**

- ☐ Set up dining room

- \* Coffee

- \* salt and pepper and other condiments (syrup, sauce etc.)

- \* juice and water

- \* butter

- \* napkins and utensils

- \* trash cans

- ☐ Set up entry table with check-in and raffle basket

- **Breakfast Service (Auxiliary Breakfast Chair)**

- ☐ Fill kitchen stations with available personnel

- \* 2 steam table servers

- \* 1 eggs

- \* 1 sausage

- \* 1 bacon

- \* 1 pancakes

- \* 1 casseroles and 1 other items

- \* 1 dining room buffet monitor

- ☐ Assign volunteers to kitchen and dining room as needed

- **Breakfast Cleanup (ALL PARTIES)**

- ☐ Dispose of left-over food

- ☐ Wash equipment and utensils,

- ☐ turn off steam table, empty water and clean

- ☐ wipe down cook top, counter surfaces

- ☐ sweep floor, wipe down tables, empty trash

- Write monthly report to be given to members at monthly meeting

### **3. CONTACT LIST**

- ☐ Sarah Garcia: 832-665-6936

- ☐ Joni Maness: 713-501-8870 [katyelksclub@gmail.com](mailto:katyelksclub@gmail.com)