


Mark Sammarone

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Sent: Friday, May 15, 2009 4:57 PM
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Subject: Rotary - Mayfest Volunteers
Importance: High
Attachments: MayfestInfo.pdf; mayfest09d.pdf; mayfest09.pdf

Mayfest Volunteers,

I hope everyone is ready for a fun and exciting event! Weather should hold out most of the day except an occasional shower. The good news...we are under a tent.

05/16 SAT		76° Mostly cloudy and humid with a shower or thunderstorm around, mainly later	Feels Like: 76° Winds: 11mph S	58° Feels like: 54° Winds: 7mph WSW
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Attached is the information you need to know and a little extra.

- Schedule of who is working what shifts.
- Set-up/Take down information
- Map of booth location and parking

Remember, we are back at the HOSPITAL PARKING LOT at 701 E Marshall Street in West Chester.

Please arrive for your shift a few minutes early so you have time to get acquainted with your duties. The shifts are longer than before, so the person you will be relieving is going to be very happy to see you.

Upon arriving, check in at the volunteer booth and get a badge. You will also be able to sign up for the volunteer drawing in which they give prizes.

There is parking on the hospital grounds, see the map for where.

There should be a second entrance to this parking area from the North Hills Medical Building parking lot. "Should" meaning the other entrance is there and unless they block it, it will be a second access point. Additional parking is available at Henderson HS just down the street with shuttles running.

Dress comfortable since you will do a lot of standing. If you have

Rotary branded clothing, please wear it. This year's event will be more condensed in that it runs from 10AM to 7PM Saturday only. Previously it ran Fri night through Sunday afternoon. There will also be fewer rides. They are trying to give it more of a community flair.

If you need anything, you can reach me on my cell phone 610-316-7798 or seek out Scott Greenley the Food Service Manager. Matt Schwab is the co-chair and be handling the evening shift.

Have a great time. Make notes of anything you would change and feel free to send me your comments - good and bad.

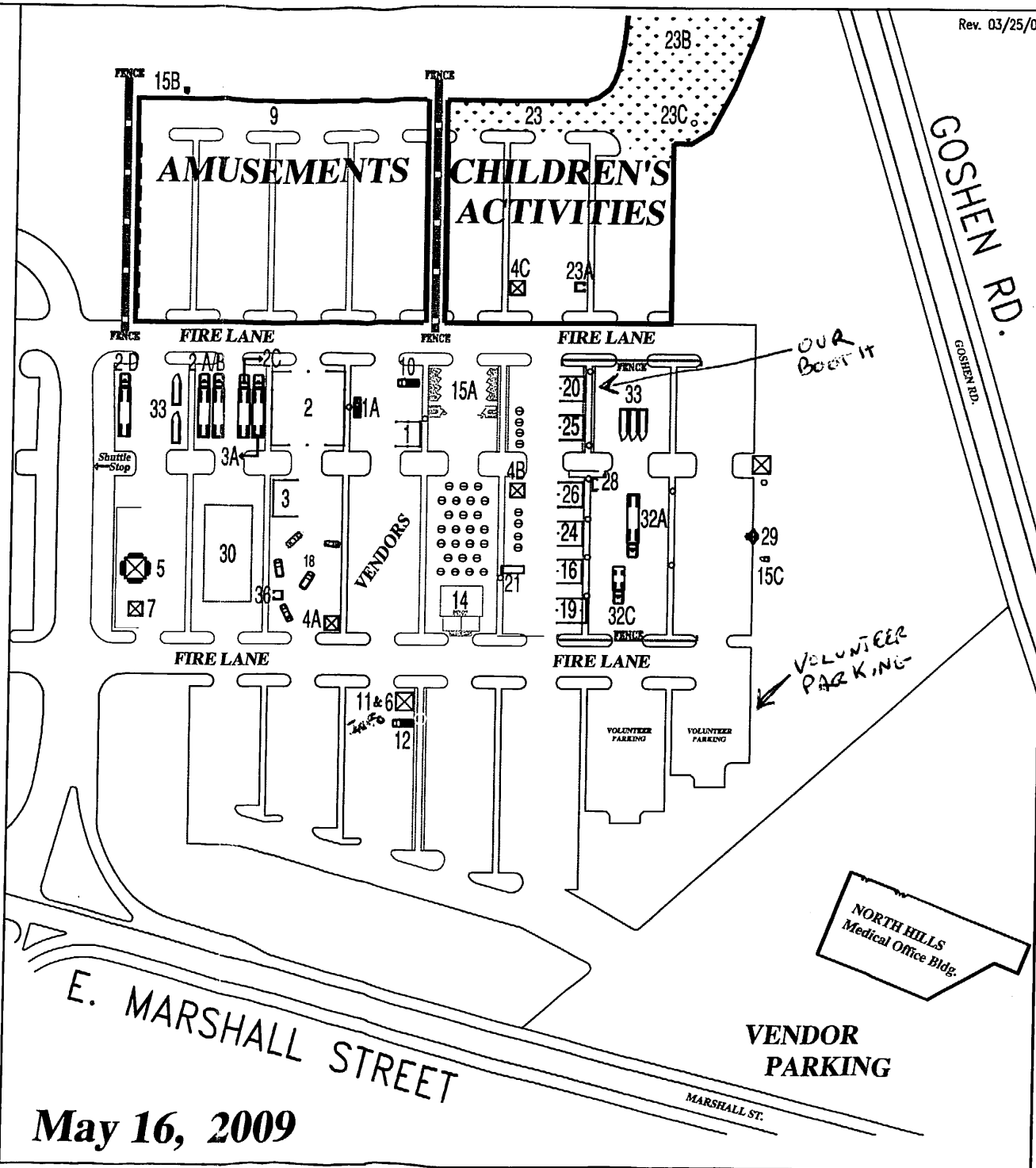
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MAY FESTIVAL 2009

1. First Aid Tent - 20'x 20'
1 - A Ambulances
2. Attic Attack Tent - 60' x 60'
2 - A, B, C, D Storage Trailers
3. Used Books Tent - 20' x 30'
3 - A Storage Trailer
4. Raffle Tents A,B,C - 12' x 12' CCH Tents (2 of 4)(3 of 4)(4 of 4)
5. Plants - 15' x 15' - CCH Tent- (2 of 2)
6. Volunteer Information ...See # 11
7. Baked Goods - 12' x 12' CCH Tent- (1 of 4)
8.
9. Amusements
10. ATM Van
11. Information & Volunteer Info.- 15' x 15' -CCH Tent (1 of 2)
12. Sound Vehicle
13.
14. Stage - 35' x 25' Dressing Tents - (2) 15' x 12'
15. Porta Jons - 15A (8 regular) (2 Handicap)
15A (8 regular) (2 Handicap)
15B (1 regular) upper left corner of amusement
15C (1 regular) Support Area
16. Pizza - 20' x 20' CCH Tent
17.
18. Raffle Vehicles
19. Funnel Cakes Tent - 20' x 20'
- ★ 20. Chicken Fingers & French Fries Tent - 20' X 20'
21. Soda Trailer -
22.
23. Children's Activities
23 - A. Ticket Booth
23 - B. Pony Rides
23 - C. Petting Zoo
24. Hamburger Tent - 20' x 20'
25. Chicken Sandwich & Crab Cake Sandwich Tent - 20' x 20'
26. Sausage Sandwich Tent - 20' x 20'
27.
28. Ice Storage Chest
29. Water Outlet
30. Hospital Awareness Tent - 40' x 80' / Science Fair / Welcome Desk
31.
32. Food Storage Trailers - A & C
33. Trash Containers
34. ○ Denotes Hand Wash Stations
35.
36. Thomas Chevrolet Booth



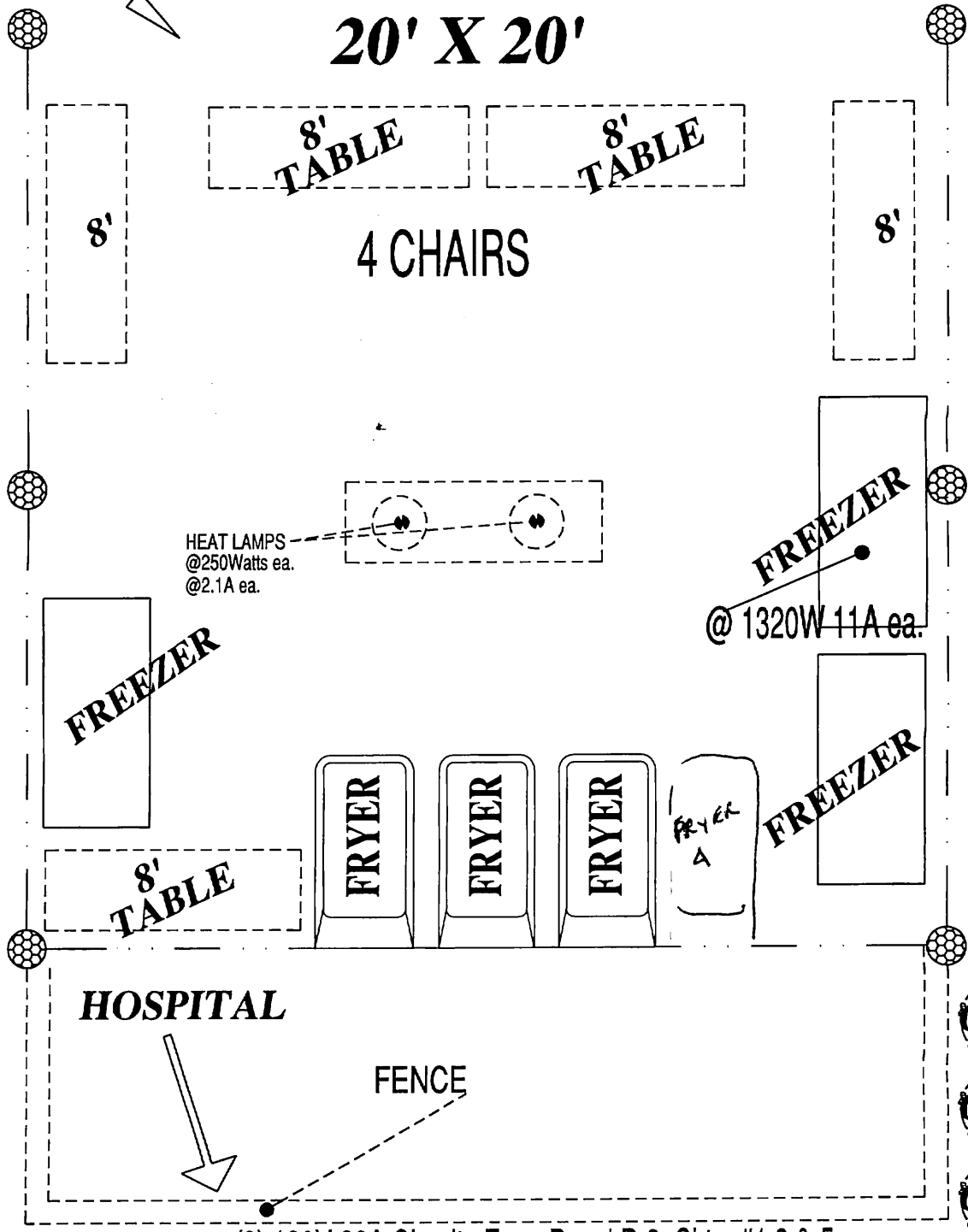
May 16, 2009

TENT #20

CHICKEN FINGERS & FRENCH FRIES

20' X 20'

Front
of
Tent



HEAT LAMPS
@250Watts ea.
@2.1A ea.

FREEZER
@ 1320W 11A ea.

FREEZER

FREEZER

8' TABLE

FRYER

FRYER

FRYER

**FRYER
A**

HOSPITAL

FENCE

GAS
GAS
GAS

(3) 120V 20A Circuits From Panel P-2, Ckts. #1, 2, & 5

3, 100'	600V 12-3	L5-20	American	A9213100BL	Main Run(s)
3, 8'	600V 12-3	L5-20P to 5-15R	American	A1446009YW10P	Locking Adapters
3, 25'	600V 12-3	5-15 (3-Block)	American	A8312025YW	3 Freezers & Heat Lamps

Rev. 2/23/05

**MAY FESTIVAL 2007
CHICKEN TENDERS BOOTH SUPPLIES**

EQUIPMENT / SMALLWARES

1. 3 - CHEST FREEZERS
2. 3 - HEAT LAMPS
3. 5 - FRYERS
4. 2 - 12" SERVING TONGS
5. 2 - 6" TONGS
6. 1 - 18" TONG
7. 2 - COKE COOLERS
8. 1 - TOMATO KNIFE
9. 2 - FRYER THERMOMETERS
10. 3 - REFRIDGERATOR / FREEZER
THERMOMETERS
11. 1 - FOOD THERMOMETER
12. 2 - BEVERAGE BUCKETS
13. 3 - CONDIMENT PUMPS
14. SKIMMER

PAPER SUPPLIES

1. C-FOLD TOWELS 6 PKS
2. FOOD BOATS, 1lb 1 CS
3. FOOD BOATS, 3lb 1 CS
4. NAPKINS ½ CS
5. CARRY OUT TRAYS ½ CS
6. FRENCH FRY CUPS 1 CS
7. PLASTIC TABLE COVER 1 RL
8. DUCT TAPE 1RL
9. FOIL PANS 12/ & FULL ¼ CS
10. NON-LATEX GLOVES

FOOD

1. CHICKEN TENDERDS 6 CS
2. FRENCH FRIES 3 CS
3. FRY OIL 7 CS
4. KETCHUP, GALLONS 1 CS
5. BARBECUE SAUCE, GALLONS 1 CS
6. HONEY MUSTARD, GALLONS 1 CS
7. SALT PACKETS 1 BAG
8. PEPPER PACKETS 1 BAG
9. SALT SHAKERS 8 EA
10. MALT VINEGAR 6 EA

OTHER SUPPLIES

1. SANITATION KIT (gloves, tub, sanitizing solution,
cleaning solution, chix towels)
2. PRICING SIGN
3. NAPKIN BASKETS
- 4.

MAY FESTIVAL CLEAN UP PROCEDURES

- Dispose of all trash in provided receptacles
- Gather left over paper products and secure not to blow away
- Organize left over food, wrap or seal and hold under refrigeration
- Collect all dirty utensils and place in utensil bin. Leave bin in front of booth for pick up to be cleaned
- Return any unopened foods to Food Truck
- Wipe down booth with provided cleaner and sanitizer
- Clean off any cooking equipment
- Cover all fryers with food service foil
- Set all cooking equipment thermostats to pilot position
- Return cash box to the bank

MAYFEST QUESTIONNAIRE

Please take a few minutes to fill out the questionnaire to help us better serve you next year.

1. Were you satisfied with food service ?
2. Did you have everything that you needed? If not did we get the items to you in a timely manner?
3. What were the highlights of the food service this year at Mayfest?
4. What would you leave out for next year?
5. How can we improve for next year?