

NAME	YES/ NO	CAKE	TIME	JOB
SALLY	YES	1	Wed	Shopping
			Thurs – before 5pm	Shopping
NIGEL	YES	1	2 pm	Collect Key
NIGEL	YES		2.15 –3pm	Layout Tables
MARIA	YES	1		Layout Tables
MARIA	YES		4pm – 7pm	Prepare food and drinks
SALLY	YES		4 pm- finish	Prepare food and drinks
YVONNE	YES	2	6pm – 9pm	Prepare food and drinks
SAM (FIRST AIDER)	YES	1	7-8pm	Check tickets
SAM (FIRST AIDER)	YES		All evening from 7pm	First aider
MARIA	YES		10pm - finish	Washing up and Packing away
NICK	YES		10pm - finish	Washing up and Packing away
SALLY			10pm - finish	Washing up and Packing away
			Next day	Return key
CAKES TOTAL		6		

Goods required		
Dinner plates	100	Village hall
Cake plates	32	Village hall
Crisp bowls	16 - 32	Village hall
Tea towels	6	Sally
Cutlery	100 sets	Village hall
Jugs	7-9	Village hall
Jugs	9 more required	All
Black Sacks /Wet wipes		Sally
Washing up liquid		Buy Sally
Cling film		Buy Sally
Plastic cups	100 £5	Village hall
Tablecloths	25 x 3ft sq £9	Maria (6) / Buy Sally
Napkins	100 £3.26	Buy Sally
Partystuffonline.co.uk		
Total	£21.01 (incl postage)	
First aid kit		Sam
Ask Hayley to unlock cupboard for plates etc	Cleaning stuff in cupboard by ladies loo	

OPTION 2

Ploughmans, cake and non alcoholic drinks included in ticket price, no hot drinks

Cost per head assuming sold out (96 tickets) = £1.46

Ploughmans TOTAL			£85
Bread 20 @.70p	20 sticks	£14	
Cheese cheddar 2oz(50g) x100	5kg @ £5 per kg	£25	
Ham 1oz x 50	1250g (cooked) 2kg raw (poss 2kg)	£15	Ask butcher
Pickle	3 lge	£6	
Pickled onions	4 lge	£4	
Salad – Cucumbers Lettuce Red cabbage Lemons + oil	£2 2@ £2 1 @£1 £1	£7 max	
Butter (clover)	2 lb / 1kg	£3	
Crisps		£5	
Sausage rolls	4 pks (200)	£6	
<u>Cakes</u>			£10
8 x homemade		£0	
Swiss rolls x 5		£3	
Chocolate mini bites		£7	
<u>Sundries</u>			£21
Cling film		£5	
Napkins		£5	
Table covers		£11	
Plastic cups			
drinks			£24.20
lemonade	16 @ .50	£8	
Orange juice 1.5 ltr	11 @ .80	£9	
Apple juice 1.5 ltr	8 @ .90	£7.2	
TOTAL			£140.20