

## 2017 A.S.I.A Women's Conference Food Committee Report by Kelsey Christensen

**Food Committee:** Sydney Walker, Kelsey Gilbert, Sheila Forte

**Extra Helpers Before/During Conference:** Betsey Hawkins, Naomi Tai, and volunteers

### Notes/Suggestions:

#### *Registration:*

- We did not buy enough registration candy this year. We bought enough for roughly 2/person but ran out before everyone had registered. I'd suggest chocolate again but buying double next year.
- Colored stickers worked well for lunch again. Registration reminded the people what they ordered when they got their name tag and gave them the corresponding colored sticker to put on their name badge (some put in back, some in front - not sure if it matters aside from reminding them what they had reserved). Gave Registration the exact number of stickers in each color so that it was easy to identify how many of each lunch was ordered and what was left after registration to give to walk-ins. We ordered 10 extra meals above the 185 ordered during online registration (total participants was 238 but about 40 of those were Filipino sisters who could only attend Saturday and therefore didn't need the Friday lunch. Several more people opted for no lunch). I included the corresponding colored stickers for these extras but didn't physically separate them from the others of the same color. It would be more helpful to Registration committee if the stickers for the extra lunches ordered were separate from the stickers for the actual number for lunches ordered.
- DO NOT FORGET TO PROVIDE REGISTRATION THURSDAY NIGHT WITH A LIST WITH ATTENDEE NAMES AND WHAT LUNCH THEY ORDERED. I forgot that this year and it made for a semi-chaotic registration process with us trying to access the info on our phones.

#### *Friday Lunch:*

- I had each committee member/helper take care of one major food item (ordering and making sure it got to the church on time after I gave them the final numbers so I didn't have to think about it) then I took care of all the rest. Sydney – water, Kelsey – granola bars, Sheila – pineapple buns, Naomi – fruit, Betsey – Ebenezer's. I took care of all the extra candy, paper products, Thursday and Saturday extra meals, etc. This worked out nicely. I don't think anyone felt too overwhelmed. Even though Naomi wasn't on my committee, she offered to do the fruit because she's done it in the past and knows the wholesale fruit market well. Betsey was the Co-Chair over me but took over for a fourth committee member I had that eventually felt too overwhelmed with the Ebenezer's order. My food committee members helped with all set-up and clean-up.
- We set up the room differently this year and received tons of good feedback. We had 3 tables, one for each lunch option, set up in different corners of the room (the corner by the entrance being the one corner not used). We had fruit, cookies, plates, and napkins for each table. Colored table cloths corresponded to meal color stickers. 3 sign posts from lobby (picked up from little corner by main building entrance) were placed on the tables with signs indicating lunch option. Color-coordinated balloons were attached to the signs to make lunch options even easier to identify. We set up the chairs in straight rows with chairs sitting back-to-back, but left one large aisle going diagonal from gym entrance to back corner where the kitchen and one of the food tables was located. Also left enough room for people to walk around edges of gym – this allowed people enough room to get to other food tables from the gym entrance as well. Waters were set on chairs prior to meal service. Even though we only expected about 180 for lunch, we set up 130 chairs in the gym, 80 chairs in the overflow. The gym can definitely hold more chairs than 130, but we wanted to keep the gym a little less packed than last year (did 190 chairs in gym last year) to help with flow and not feeling as cramped. Most people still ended up sitting in the gym. Once most people had gotten their lunch, we didn't need as much space and people started pulling down extra chairs for more seating in the gym. We taped up signs and arrows directing people to the additional seating in the overflow.
- Had one food committee member at each food table monitoring the flow and stock of food items. Another food committee member was in charge of organizing and monitoring clean-up volunteers. I floated and kept an eye on the overall lunch, helping where needed. We opened up the curtains between gym and chapel to allow more access to gym.
- Had about 40 volunteers for help with lunch cleanup on website. We emailed all the volunteers a few days before conference thanking them for their service and asking them to meet Sheila in the gym (in the back by the kitchen) for a 5-minute meeting at the start of lunch. An announcement with this reminder was given verbally during the Friday opening session as well. About 25 people showed up. Several volunteers were assigned to monitor trash cans in the gym and overflow, change bags when full, and take full bags down to dumpster in parking garage.

Remaining volunteers were asked to help pick up chairs as people started to finish lunch. This worked really well. We had all the chairs picked up and garbage taken out before the first post-lunch breakout session even started. Volunteers didn't have to miss any of the session. Placed 4 grey trash cans along wall by entry door in the gym, 2 in overflow room. Unlike last year, we put signs on the wall labeling the trash can area which people liked. We had an unusual number of people complain about that the year before.

- We did not offer the Greek Salad option this year. In 2016, very few people ordered it and those who did were still hungry after. No one said anything or seemed to miss it this year – the falafel kebab was a good vegetarian option.

#### *Saturday Breakfast:*

- Breakfast was served on a total of 4 tables - 3 in gym, 1 in overflow area. Each table had pineapple buns, granola bars, fruit, napkins, plates, and water so that people could go to any table and get everything they needed at just one table. We moved all the food to one table after everyone had gone through the lines and anything extra was more or less eaten by the end of the day.
- Pineapple buns are easy but I wouldn't recommend doing them again. They're just too messy. It was a headache for the final clean-up crew to have to vacuum up all the crumbs. I'd still recommend a bakery item that you can have delivered that morning, but I'd suggest doing a different kind of bun – maybe the cocktail/coconut bun or something similar.

#### *Extra:*

- This year for the first time, we provided a light dinner for committee chairs Thursday evening just because it's a long day of set-up and it goes late. I went to a Subway close to the church and brought back food at 6pm. I put it in the 4<sup>th</sup> floor kitchen but next year I would just put it in the committee room on the 4<sup>th</sup> floor. We had 6 12-inch ham/turkey subs cut into thirds, and a dozen cookies.
- Also for the first time this year, we provided pizza for the Saturday clean-up crew and committee chairs. We expected about 30 people so we ordered 2 large pizzas from Paisano's and had it delivered to the 4<sup>th</sup> floor kitchen at 1pm. We ordered one cheese and one pepperoni and had them square-cut so the pieces were smaller. I had to leave before everything was over but I assume it was all eaten.

#### *Food Items in Conference Storage Bins (located in 2<sup>nd</sup> floor Library of Wanchai Building at the time I write this):*

- 4 table cloths (red, blue, green, and yellow), extra balloons, stickers, tape
- Leftover paper plates, napkins, and paper bags
- Signs labeled with the 3 Ebenezer's food options, "Trash" signs, and "Additional Seating" signs with arrows

#### *Included in the Following Pages:*

- The diagram we used to set-up the gym for lunch.
- I printed out the schedules and taped them up in the 1<sup>st</sup> floor kitchen for me and my committee members to see during the conference. It helped to have an overview of our schedule.
- The trash signs we used. We glued them to larger colored cardstock and hung them above the trash areas in the gym and overflow.

Kitchen

Table ②

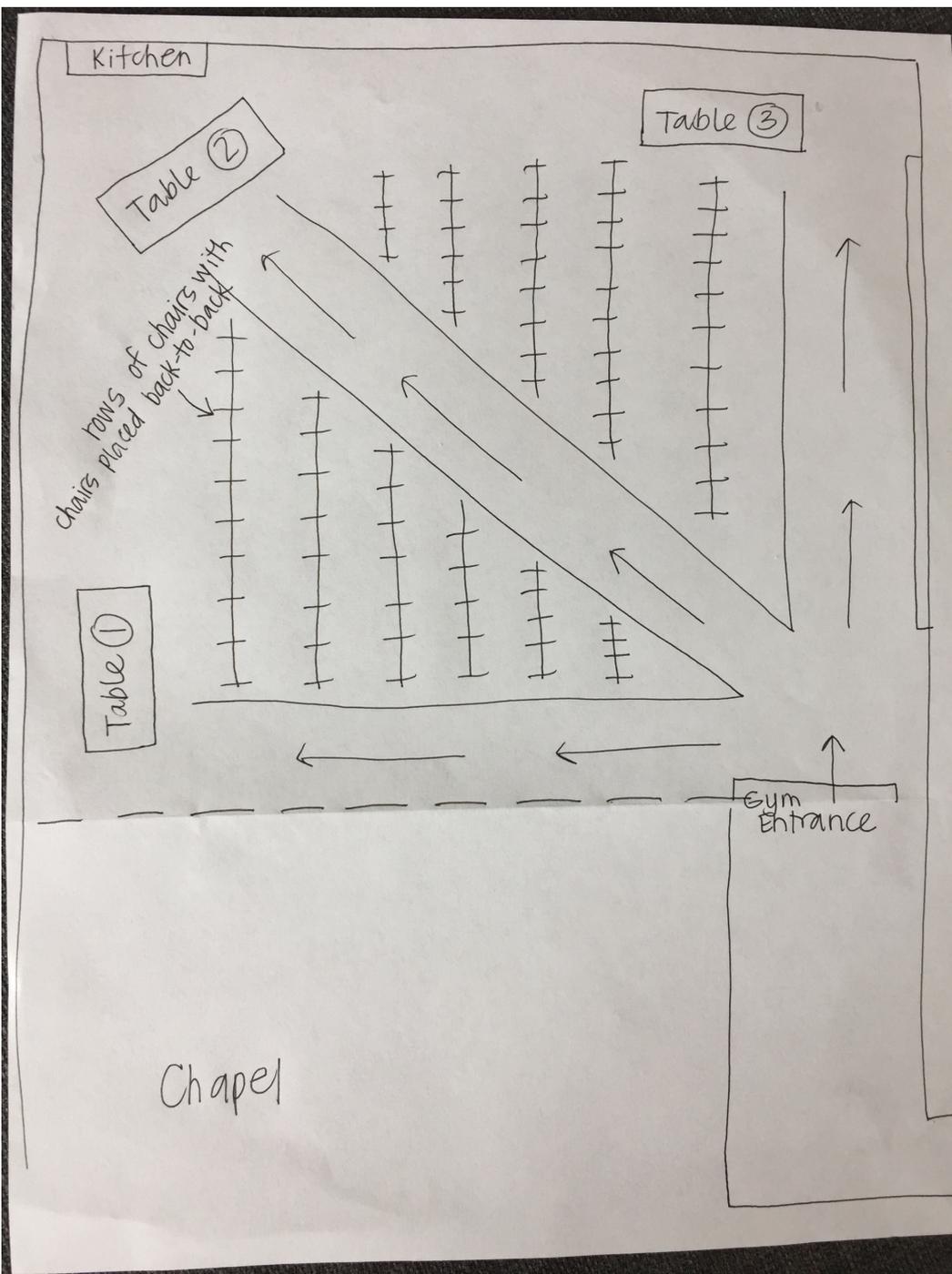
Table ③

Chairs rows of chairs with  
back-to-back

Table ①

sym  
Entrance

Chapel



# *Thursday Set-up*

## **8:30pm Set-up for Friday Lunch, gym and overflow**

Put up 3 tables in different parts of the gym

Get 3 signposts from lobby and put on top of tables for food signs

Set up enough chairs for about 190 people across gym and overflow area  
(last year 190 in gym, 90 in overflow)

Set up balloons, tablecloths, and signs

Set up garbage cans (4-5 in gym, 1 in overflow)

Put a water bottle on each chair, store the rest in the kitchen

# *Friday Lunch*

## **10:55am Lunch Set-up**

Arrange food & paper plates on tables, leaving room for Ebenezers  
Use bowls in kitchen to hold fruit and cookies, some on each table  
Napkins & cutlery will come with Ebenezer's delivery, some on each table

## **11:10am Ebenezer's Food Delivery, 3622-3622**

## **11:30am Lunch**

Main: Chicken Kebab, Falafel Kebab, or Roast Chicken Salad  
Extra dressings: mint and garlic  
Fruit: apples and bananas  
Hazelnut Cookie  
Paper Plates, napkins, & cutlery

## **12:30pm Lunch Clean-up**

Put extra food and other items in kitchen  
Put up chairs and tables  
Wash any dishes  
Take out all garbage  
Sweep

\*We have a group of volunteers for chairs/garbage but we'll still need everyone's help with the rest. Sheila will meet with volunteers at beginning of lunch and give instructions.

## Instructions for Sheila/Lunch Clean-up Volunteers:

- Need a few volunteers to monitor garbage cans at gym door and in overflow room and then change bags when full – maybe 2-3 volunteers for each location. The full bags should be taken straight to the dumpster. Can suggest that volunteers eat near garbage cans so they can see when they need to be changed, take turns between monitoring and eating lunch, or just have volunteers eat lunch really fast and start monitoring garbage cans halfway through lunch – whatever works best for everyone. The bulk of the work will happen in the second half of lunch as people finish eating.
- Need the remaining volunteers to help put up chairs as lunch ends, can start as soon as people start leaving even if lunch isn't officially over yet.

# *Saturday Breakfast*

## **8:15am Breakfast Set-up**

Set out 3 tables in gym, 2 tables in overflow

Put 2 trash cans in 5<sup>th</sup> floor hallway, 2 trash cans in 7<sup>th</sup> floor hallway

Put food and other items out on tables, leaving room for pineapple buns

\*We'll have two food stations – one in the gym and one in the overflow so people can go to either room and get everything they need. Will help spread out the crowd and keep things moving quicker. 2 of us can be in each room to monitor food and restock anything that runs out.

## **8:20am Pineapple Bun delivery from Happy Cake Shop, 2528-1391**

## **8:50am Breakfast**

Pineapple Buns

Granola Bars

Fruit: leftover apples and bananas

Water Bottles

Paper Bags & Napkins

\*People should grab their breakfast and head straight to the first breakout session which starts at 9:10am.

## **9:10am Breakfast Clean-up**

Move all extra food to one table, keep out for people to snack on

Put away other tables

Sweep

(Garbage will be taken out by final clean-up crew at end of conference, not us)

THE  
P  
R  
A  
S  
H

THE  
BRASS  
SHE

A.S.I.A. Women's Conference Food Budget 2017

Prepared by Kelsey Christensen 2017						
	Item	Actual	Leftover	Price per item	Total Price	Approx. Cost/person (based on 238 people)
<b>Registration</b>						
Best Mart 360	Hershey's Nuggets Assortment (7 bags, 45HKD each)	350	0 - buy double next year!	0.9	315	1.32
<b>Get to Know You Game</b>						
Wanchai Market	Kit Kats	100	Used about half for game, left remainder on registration table and they were eventually eaten.	2.5	250	1.06
<b>Friday Lunch</b>						
Ebenezers - Contact Rabi 3622-3622, est del 11:10am	Chicken Kebab	91	8	63	12,084	50.77
	Falafel Kebab	37	0	63		
	Roast Chicken Salad	67	2	60		
	Extra Dressing (2 bags garlic, 2 bags mint, 1kg each) and Cutlery for 190 people		1 bag mint, 1 bag garlic	0		
Best Mart 360	Hazelnut Wafer Cookies	228	0	0.55	418	1.76
Sheung Wan Wholesale Fruit Market - Naomi Tai Vic 1 ordered	Small Gala Apples (2 large boxes) Bananas (2, 18kg boxes)	Roughly 240 Roughly 240	Had about half left over to use for Breakfast. Ended with about 30 extra apples.	1.75	840	3.53 (2/person)
Wellcome	Water (39 for presenters and Area Authorities and wives, 417 for participants)	456 (19 cases, 24 bottles each)	75	3.75	1710	7.18 (2/person)
Gateway Supermarket	Paper Plates	225	Leftovers in storage	0.97	218.8	0.92
<b>Saturday Breakfast</b>						
Happy Cake Shop 2528-1391, 106 Queen's Road East	Pineapple Buns (price includes 60HKD delivery)	230	30	4	980	4.12
Gateway Supermarket	Granola Bars	240	15	3.98	954	4
	Fruit (see above under lunch)					
IKEA	Napkins	300	Leftovers in storage	0.18	55.4	0.23
Gateway Supermarket	Paper Bags	200	Leftovers in storage	0.47	93.2	0.39
<b>Thursday Snack for Committee Members</b>						
Subway	Sandwiches (6 turkey/ham foot-longs cut into thirds, plus 12 cookies, delivered at 6pm)	6	0	56.8	340.8	1.43
<b>Saturday Snack for Clean Up Crew</b>						
Paisanos	Cheese Pizza Pepperoni Pizza (both large, square cut for smaller slices, price includes 20HKD delivery)	1 1	0	195 230	445	1.87
	Napkins (see above under breakfast)					
<b>Misc</b>						
USA	Table Cloths (blue, red, green, yellow)	from previous conf	4 in storage		0	0
Stationary Store	Balloons for food tables	3-4 per table	Leftovers in storage		15	0.06
Stationary Store	Colored Stickers for Name Tag Lunch Preference		Leftovers in storage		25	0.11
<b>Total</b>						76.88