

Hospitality Event Report

Date: 9/1/17

Title of Event: Staff Welcome Back Breakfast

Scope: To feed 85 staff members a welcome back breakfast on the first day staff returns to school. This event is to allow us to push the PTSA to the teachers early and show them some love

Event Details: Breakfast was to be served at 8:00am in the staff break room, just off the cafeteria.

Menu: eggs and bacon, donuts, coffee, fruit juice, danish and fruit

Purchases:

4 dozen donuts (\$35.96)	1 dozen bagels = \$3.99
2 boxes of Joe (\$31.98-coffee)	2 bar cream cheese = \$2.00
1 tray of eggs (eggspectation,)= \$50	All Paper Goods left over from Last Year.
1 tray bacon (eggspectation)= \$80	2 case 10 oz minute maid mixed fruit juice \$12.99 each = \$25.98
4 fruit platters (BJ's)= \$7.99 each = \$31.96	2 32 oz apple juice (\$6.99)
1 Danish Platters (BJ's) = \$14.99	2 bags of ice = \$8
1 large package of mixed grapes = \$7.99	
100 Membership forms= \$11.66	

Budgeted Amount: none

PTSA out-of-pocket: none

Donations: All

Lessons learned:

1. Need one less dozen donuts
2. Need one less coffee
3. Need ½ tray more bacon
4. Leave extra time for picking up items, it takes longer than you think
5. Need more hands setting up.
6. Remember to bring wash up supplies
7. Plastic bowl for fruit salad cracked and needs to be replaced.

Proposal for Next Year

Proposed Next time

Item	Quantity	Cost	Total
Dozen donuts	2	\$ 8.99	\$ 17.98
Box of coffee	1	\$ 15.99	\$ 15.99
Tray of eggs	1	\$ 50.00	\$ 50.00
Tray of bacon	1.5	\$ 80.00	\$ 120.00
Fruit platter	4	\$ 7.99	\$ 31.96
Danish Platter	1	\$ 14.99	\$ 14.99
Package of mixed grapes	1	\$ 7.99	\$ 7.99
Dozen Bagels	1	\$ 3.99	\$ 3.99
2 bars cream cheese	2	\$ 2.00	\$ 4.00
plates	100	\$ 0.05	\$ 4.54
napkins	100	\$ 0.03	\$ 3.50
Hot beverage cups	25	\$ 0.15	\$ 3.75
Forks	100	\$ 0.04	\$ 4.33
Mixed fruit juice, case	2	\$ 12.99	\$ 25.98
32 oz apple juice	2	\$ 1.37	\$ 2.74
2 bags of ice	2	\$ 4.00	\$ 8.00

Total \$ 319.73

Cost per person \$ 3.76

