

Event: Stanford Game *Concession Stand*
Previous Date: October 4, 2008
Location: SW Mendoza
Officer Lead: Julian Hahm

Description:

The Marketing Club is offered a Concession Stand in order to raise Club funds for future club events.

Goal: Sell as many hot dogs, brats, burgers, sodas, waters, etc. as possible prior to the game.

Planning Checklist:

- **SAO RULES:**
 - o *Monday (2 weeks prior):* Need to submit SAO online request by the Monday two weeks prior to Concession Stand date
 - o *Monday (of Game Week):* Event Cash form & Meat order due
 - o *Thursday (of Game Week):* Visit SAO office for Vehicle Permit & details
 - o *Friday (of Game Week):* Pick up Cash Advance from NDFCU (also can borrow Cash Box from Deb Acrey – 3rd floor of La Fortune)
 - o *GAME DAY:* Need to deposit cash bag.
 - o *Wednesday (week after Game Day):* Need to turn in Summary of Sales to SAO.
 - o Need at least one person with 'Management Training' and 'Risk/Safety Training' at all times during Concession Stand (get as many people as possible to do both)
 - These individuals must attend these seminars in Lafortune, which will be advertised by SAO to you if you request a concession stand in the spring.
 - There is also an online quiz that must be taken – powerpoint and link to quiz will be provided by SAO.
- Look at sales data for location in past years in order to get approximate meat order (located in SAO office)
- Need to set up pick-up time for meat order with Catering (Saturday morning around 7 or 8) – earlier the better = more time to sell
- Need two grills, either from dorms or friends, but do not do this last minute. (have one grill with brats and hotdogs, the other with burgers)
 - o arrange ASAP
- Also need tongs and Spatulas
- Also let grillers know the 'servable' temperatures for different meats and post required temperatures as outlined by SAO.
- Make sure to have condiments: (either order or purchase alone and reimburse after)
- Coolers for drinks.
- RECRUIT ENOUGH VOLUNTEERS IN CLASS AND THROUGH EMAILS – usually need 8 or more for each shift. (2 sellers, 2 runners, 2 grillers, 1 banker, 1 other to help with grillers) – Important to have clean-up shift after Kick-off.
- *Other details should be very clear through SAO regulations regarding set-up and clean-up, vehicle restrictions...etc*
- Note: if going to serve Cheeseburgers, SAO has strict regulations regarding cheese, FYI.