

Chilimania Guide

DECEMBER

- email church office to get Chilimania in bulletins and newsletter in January
- Verify with Ron Mobley, Facility Manager, that Lehman Hall and Kitchen are reserved for Saturday prep at 1:00 p.m. and for Sunday. Also verify that they have a copy of the set up instructions and that tables will be set up by 1:00 p.m. on Saturday.

JANUARY

- Circulate sign up sheets for ticket sales and chili/cornbread/cookie making at the January deacon meeting. Hand out instructions about what to bring/ wear for Chilimania.
- Email Michal Baker, Financial Administrator, (mbaker@knoxpres.org) to get cash box for selling tickets.
- Obtain \$50 in \$5 and \$1 bills from the deacon treasurer for ticket sales change. Get change replenished for Chilimania Sunday. Appoint someone to be in charge of the cash box.
- Email pastors to include Chilimania ticket sales in announcements.
- Call Michael Smith on Buildings & Grounds Committee to ask him to set up the electrical for chilimania.
- Call Tom Sieczynski (630-357-8380) to ask him to run the dishwasher. He enjoys doing this. Make sure to have volunteers to dry and put away dishes.
- Send email reminders to those doing ticket sales.
- Complete shopping the week of Chilimania.
- Send email reminder to deacons about what to bring.
- Obtain extra crock pots for cooking hot dogs.

SATURDAY PREP

- Bins of supplies are located in cupboards #5 and #6, Middle School Room, keys available from the Deacon Moderator or Facility Manager.
- Drape tablecloths as shown on set up map.
- Place centerpieces. Hang wall decorations.
- Place red buckets full of soup spoons on chili serving tables.
- Stack bowls on chili serving tables.
- Put napkins and plates on condiment table.
- Make pitchers of lemonade and put in refrigerator.
- Make "gluten free" labels for cornbread, cookies, soups.

SUNDAY PREP

- Parish in charge should arrive by 8:30 a.m.
- Start hot dogs. Cook the hot dogs in a crock pot, the crock pot will also keep them warm, no need to wrap. Stand hot dogs on end in crock pot. Do not add water. Cook on high for 2 hours (start first thing on Sunday morning). Keep warm on low setting.
- Put someone in charge of selling tickets.
- Put out chips, cornbread, cookies, onions, cheese, sour cream.
- Put out pitchers of water and lemonade.
- Put red trays on cart by door.
- Get a group of deacons to parade into the sanctuary during church life announcements (both services).

SUNDAY CLEAN UP

- All cash and checks should be turned in to deacon treasurer. Reimbursable expenses should be submitted to treasurer with original receipt and a cash disbursement form.
- Update food and paper product quantities for next year's planning.
- Pack all extra supplies in bins and leave the bins in the Middle School room, cupboards #5 and #6.

Chilimania Bins

There are 4 clear bins and one green bin of chilimania supplies. These are stored in the Middle School room.

In the bins you will find:

Centerpieces

Cactus wall hangings

Packing tape

Extra soup spoons

Tablecloths

Crayons and coloring pages

Bells

A few extra bowls for chili

Chilimania Shopping Guide

GFS:

1500 4 oz. bowls for chili (get more than 1500 so we don't chance running out)

250 soup spoons (we probably have enough left for 2017)

350 plastic cups for water

1 box food service gloves

2 packs 12" doilies

1 large pack Chinette dinner plates

2 rectangular yellow tablecloths (1 is left for 2017)

3 pack mustard/relish/ketchup plus one extra ketchup

200 Hot dogs

2 Tortilla chips - 3 pound bags

1 large sour cream

1 bag shredded cheddar - 5 pound

1 bag chopped frozen onions

15 rectangular red check tablecloths, we have 12. Purchase a white or checked roll if possible.

15 round yellow tablecloths

Recommendation - have people sign-up to bake cornbread at home. The mix did not work well and unduly increased Saturday set up time.

Sam's Club:

200 hot dog buns

7 bags Frito corn chips

3 Giant cans Countrytime lemonade - powdered

Aldi: 2 boxes gluten free cornbread mix.

Exhibit A

Kids tables with crayons

Yellow table cloths

Yellow

STAGE

Red + white R+W R+W R+W R+W R+W

1 music room

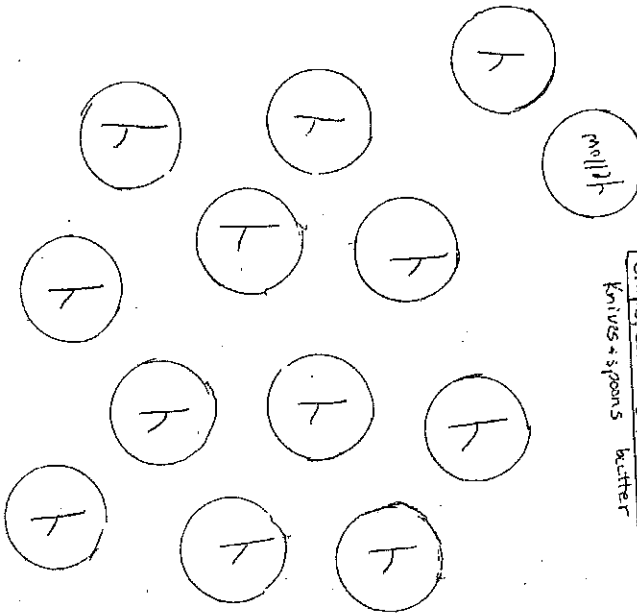
Red + white

Coat with trays

Sign

1 Table

SAND



Frites, plates, Hot Dogs, onives, Chips, cornbread, Cheese, sour cream, Knives + spoons, butter

DRINKS

Red + white table cloths

Red + white table cloths R+W R+W R+W

DESSEKAS

Chilimania

Sunday, February 10, 2019

Bring:

- Double batch of chili, soup, or stew
- Cookies (optional)
- Crock Pot (nothing over 500 watts)
- Ladle
- Tip Jar
- Bell or noise maker to ring (optional)
- Make a card folded into a tent naming your item, note if mild or spicy
- Label your belongings

Arrive by 9:30. Chili and soups need to be hot and ready to go!

Wear jeans and a white or plaid shirt. Bandanas and aprons are provided.