



Concession Manager's Manual

October 2007

NORTHPORT COW HARBOR UNITED SOCCER CLUB
TOURNAMENT CONCESSION GUIDELINES

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PREPARATION FOR SETTING UP ON SATURDAY MORNING

Bill Timlen is this year's Concession Manager. If you have any questions regarding the concessions Bill can be reached at:

- Home: 631.754.3844
- Work: 516.328.1500 x 3640
- Cell: 516.852.9074
- Email: wmtsr@optonline.net

Saturday 6:00 AM - Perishables

Each set up team will need to send a representative to **Country Hot Bagels, on Route 25A**, at **6:00 AM** to pick up bagels, cream cheese, butter, milk and hot dogs.

ALL set up teams must purchase Saturday **mornings first ice supply** (about 8-10 bags) before arriving at the concession site. You may use the ice machine (quarters) at the beverage dealer (De-Mars) next to Country Hot Bagels, purchase at 7-11, or where ever is convenient (**keep receipts**).

Please note that all concession food and materials will be waiting for each set setup team at each location except the items that are picked up at Country Bagels. Upon arriving at your site, fill bins with beverages, ice, water and hot dogs (when available) so that they may begin cooling.

We are not able to get ice delivered to the sites. Someone can be sent on ice runs during the course of the day, or ice can be picked up by someone on their way to their assigned shift (again, **save receipts**).

As noted below each setup team is recommended to bring back-up utensils in addition to what is being supplied by the club (see end of hand-book).

Saturday Cash Box, Walkie-Talkie Pick-up

Cash boxes and Walkie-talkies will need to be picked up at the time and place specified at the Tournament.

Saturday 6:45 AM - Field Arrival/Concession Setup

When the set up team arrives at the field, there will be tables, benches either left for you or just arriving with the tent. In addition all supplies and food will be waiting at each site when you arrive. The food supplies will be covered by a tarpaulin in the event there is inclement weather. When the tent is erected set the tables up in a "U" shape. Take out your roll of plastic tablecloth and cover them. At this time you can arrange your foods and supplies. Cut the bagels and display them with the muffins for sale. Set up a separate area for cream cheese and spreads, knives for spreading, milk, coffee stirrers, sugar, sweet & low, napkins, etc. Hang T-shirts on hangers and display for purchase.

Some Suggestions

Coffee - You should serve it black & send them to the condiment table.

Hot Chocolate - A good rule is to empty packs of hot chocolate into cups and build a supply, which only needs a quick hot water fill.

Tea - Give them hot water and the tea bag.

Lunch Preparation (Saturday and Sunday)

Hot dog rolls and hot dogs will already be located at each location by lunch. Hot dogs will need to be picked up every morning with bagels at Country Bagels on 25a. Each concession will have been provided with barbecue tools and a gas grill with extra tank (delivered by John Schwarz or TBD Friday after 6PM with the Coffee and Hot Water Brewers). When one gas tank is empty, replace it and radio headquarters for John to pick up empty tank for refueling. At approximately **11:15 AM** you should **start preparing a small quantity of hot dogs**. Try not to over extend yourselves with cooking hot dogs, as they will dry up if not sold fast. Place the condiments (mustard, ketchup) out on the table where the cream cheese was, so people can put on their own. Serve the hot dogs plain.

Inventory Saturday & Sunday

Inventory should be monitored throughout the day. If supplies are running low, please contact headquarters. Allow ample time. Don't wait until you are down to the last remnants of an item.

Closing Up on Saturday

About 4:00 PM on Saturday please take an inventory of your staple items: coffee, tea, milk, ketchup, mustard, sauerkraut, sugar, sweet and low, cups, hot chocolate, napkins, stirrers, candy, soda, T-shirts. Note items you may be running short of. Also note items you will not be needing more of, in case you have an excess of milk, butter, cream cheese, hot dogs, buns, etc. Check to see if additional ice will be needed upon next day's opening. Please designate someone to call Bill Timlen that evening (631.754.8344), cell (516) 852-9074 so sites can be restocked with food, supplies, or ice for opening next day if necessary. Care should be taken with any leftover perishables (hot dogs, cream cheese, etc.). These items should be stored on ice overnight. Zip-loc bags and plastic wrap will be provided. Any storage problems, please contact headquarters. Ree Guarriello on walkie talkie or 631-839-0393 (C).

Just before leaving on Saturday, set up 100 cups of water to be heated and 100 cups of coffee (13oz can for measuring coffee per pot) to be perked. **Ask the security guard** that will be coming to please **plug in the coffee at 5:00 AM**. This way, when the next day's team arrives, the coffee and water are ready to be transferred into the thermoses, and new pots can be started immediately.

There will be a tarpaulin at each field. Please cover the paper goods, tee shirts, perishables, and as much else as you can.

All cash boxes, any raffle money, and Walkie-Talkies must be returned to Northport High School at the end of each day. These need to be handed to Ree Guarriello.

Opening and Setup on Sunday

On Sunday morning, the set up team representative can go directly to **Country Hot Bagels at 6:00AM**. **Walkie-talkies and cash boxes and hot dogs** must be **picked up at the time and place specified at the Tournament General Meeting**. **ALL** set up teams must purchase **first ice supply** (as needed) before arriving at the concession site. You may use the ice machine (quarters) at the beverage dealer (De-Mars) next to Country Hot Bagels, purchase at 7-11, or where ever is convenient (**keep receipts**). The balance of the team can go to the field and begin the set up, while they wait for the food. (**See Saturday concession set up instructions**). Coffee & water should be ready to transfer into thermoses. New pots should then be immediately started.

Ice supplies must be restocked through out the weekend, whenever needed, by whom ever is available. Either send someone or arrange to have someone bring ice upon arriving for his or her shift. Ice may be purchased from wherever is convenient (**save receipts**).

Closing on Sunday

All supplies will be returned to the complex at the close of the tournament on Sunday barbecues, propane tanks, bins, hoses, nozzles, electrical cords, and coffeepots, thermoses etc. All remaining food, beverages, and supplies etc should also be brought to Soccer Park. Walkie Talkies, T-Shirts, Raffle Money and Cash Boxes must be returned to Northport High School. Tables and chairs will be picked up by Island Tent Rental. Please clean concession and surrounding area completely.. All coolers will be brought back to Soccer Park along with all the tables (white) from Ocean Ave. and High School..

IMPORTANT! All large division score cards must be brought to the High School on completion of Sunday's last game.

No concession is to close down before the last game of the day is finished.... Concession sites are not to be left unmanned. Security is scheduled to arrive by 6:00pm on Saturday and remain until 7:00am Sunday. Please do not leave until security arrives. **If security does not arrive on time please notify headquarters for further instructions.**

Clean-up Throughout the Weekend

There will be dumpsters for our use at each complex. **Everyone is responsible for cleanup.** Clean-up will be much more manageable if it is done by everyone throughout the course of the day, instead of being left to a few at the end of the day or the end of the weekend. Please do your part. Pick up any garbage you see at your fields. Put full garbage bags, tied well, into the dumpsters, and replace with new bags. Do not leave bags next to the dumpsters or on the fields, as the animals tend to have a lot of fun tearing them apart.

Let's have fun out there!

Handling of Money

There will be plenty of cash to make change. The daily initial bank will be given out at the time and place specified at the Tournament General Meeting. In addition, each concession will be provided with a **Concession Stand Cash Ledger** and labeled manila envelopes.

Please have one person (adult) per shift hold a fanny pack in which all bills over \$5 (except for 1 or 2 \$10's for change in the box) are placed.

Please keep money separated to three categories: concession, raffles, and t-shirts.

Periodically during the day an authorized person will be by to collect the money. Please fill out the **Concession Stand Cash Ledger** appropriately and place the money being collected in one of the manila envelopes supplied. Please complete the label on the manila envelope indicating: "amount", "received from", and "accepted by".

Each night the bank **MUST** be returned to the main complex (Northport High School). Each morning there will be a new bank created for each concession.

If you need change or bills, radio the main complex to make arrangements.

BOARD MEMBERS / CONCESSION MANAGERS WILL MANAGE THE MONEY AT EACH SITE AND HOLD ON TO IT TO THE END OF THE DAY. AT THE END OF THE DAY ALL PROCEEDS WILL BE BROUGHT TO THE HIGH SCHOOL TO REE GUARRIELLO.

Items to be supplied to each Concession

- 1 100 ft. electrical extension cord
- 1 Barbecue
- 1 Barbecue Lighter/Matches
- 1 or 2 Propane Tanks
- 1 Set of Barbecue Tools
- Can opener
- Aluminum foil
- Plastic wrap
- Zip-lock bags
- 2 Coffee Pots
- 2 Thermal servers
- Price Signs
- Magic Markers – Black and Red
- Aluminum trays
- 1 300' roll of plastic tablecloth
- Plastic knives
- Manila Envelopes for money collection
- A money box (real or makeshift)
- Paper Towels

Items Each Team will need to bring

(Please label each item with your name and team name)

IMPORTANT! Each concession manager is responsible for making sure that there is a small cooler filled with ice and a supply of plastic bags available for the first aid area at all times.

Each team opening and closing should bring the following items:

- Staple Gun
- Extra Garden Hose with Nozzle
- Back up electrical cord
- Bagel cutting knives (several)
- Extra Barbecue Utensils
- Screwdriver & Pliers
- Pot Holders
- Razor Knife
- Fanny Pack
- Trays (preferably disposable) for bagels and muffins
- Extra matches
- Cord & Duct tape if available
- Extra can opener
- Empty 13oz coffee can for measuring
- Scissors
- Hangars to display t-shirts

****ANY QUESTIONS OR CONCERNS CONTACT REE GUARRIELLO AT THE HIGH SCHOOL BY WALKIE TALKIE OR 631-839-0393©**