

VENDOR LUNCH ORDER PROCESSING INSTRUCTIONS & PROCEDURES

Your job is to prepare the lunch orders so they can be easily filled and delivered by volunteers in the Community Hall kitchen.

Vendors will bring their lunch orders to the information booth. Jessie will make a reminder announcement before the doors open, so you should have them all by then.

Sandwiches will be delivered to vendors between noon and 1pm.

To Process Forms before sending to Community Hall kitchen

Order forms may have requests for Saturday and Sunday or only one of days.

If Saturday only, send on to kitchen as is.

If Sunday only, place order form in Jessie's mailbox (deposit payment asap).

If both days, copy Sunday's order (from original form) onto a Sunday-only form, remembering to include vendor info (name/vendor name, room #). Send the original copy to kitchen, put Sunday orders in Jessie's mailbox.

TO PREP FOR KITCHEN DELIVERY: Attach Saturday/Sunday (or Sunday-only forms depending on what day it is) to lunch sacks and send to Community Hall ASAP.

Put cash envelope in File Box.

Sandwiches: Turkey, Squash with Havarti & Cranberry, or Smoked Chicken Salad;

Salads: Roasted Mushroom Couscous or Bistro Rice Salad,

Drinks: Water, Coke, Diet Coke, Sprite or La Croix

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT OF THE PNA IS MUCH APPRECIATED!!!**