

Concert Series Benefit Dinner Tips

Organizing

Staffing needs – 1 cashier, 1 server per item, 1 floater and 1 drink station attendant. Consider a separate cleanup crew as a fresh set of legs at the end will be appreciated.

Organizing volunteers, ingredients, & other needs – Consider using Signup.com or [Signup Genius](http://SignupGenius) to organize your requests.

Kitchen Space - Need a large space to prepare your food? Consider contacting the following:

1. Bowdoinham Fire Department, 57 Post Rd. Chief Frizzle, 666-3505, afizzle@bowdoinham.com
2. Merrymeeting Hall, 27 Main St. Betsy Steen, 737-9460, bayviewess@comcast.net

Creating a Menu

- Prepare to make around 100 meals
- Think of a dish you can make a lot of and offer a vegetarian/GF option. (e.g. soups, pasta, salads, tacos, etc.)
- Consider what type of food would pair well with the music.
- Use shelf stable and frozen ingredients in case your event is postponed (e.g. frozen meats and vegetables, canned and bottled foods, rice, pasta).
- Consider slow-cooked meals that can stay warm and can be cooked ahead of time.
- Make something that can travel well and can be placed in to-go containers.

Procuring Ingredients

- Ask for donations from your members of specific ingredients and supplies. Or select a recipe and solicit 10 folks to make 10 servings each.
- Solicit local businesses and farms to pitch in for food or money to purchase supplies and/or buy local when you can.
- Use large crafts as to limit waste. Ice tea, lemonade and water are popular. Or buy drinks and other non-perishables in bulk to save on costs.

Equipment & Non-food Items

Change – Roughly \$100 in change is wise. 1's, 5's \$10's are a must. Bring a cash box.

Cutlery & Utensils – Have plates, napkins, utensils & cups for 125-150, it's never good to run out! Merrymeeting Hall has dishware to lend.

Electrical cords and Power strips – Earl Bigelow of Watersong, our sound engineer, has an extension cord available at shows. However, you will need another 25' cord and a power strip.

Tables & Chairs – Bring at least 2 tables and folding chairs for all volunteers. The Fire Dept. may have some you can borrow.

Tablecloths – If you want to jazz it up. Bring reusable ones.

Trash – This is a carry in/carry out event. Please bring your own cans and liners for trash, compost & recycling.

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How to Price Your Meal

- Tally up the costs of the food to prepare a dish and divide that by the number of servings.
- Add on a fee per serving for the average cost of all items non-food items you need to buy to pull off the event (cutlery, tablecloths, napkins, trays, to-go containers, gloves, etc.)
- You may end up with leftovers, include the costs of potential food waste in your pricing.
- You may consider pricing it as donations only and be surprised at the generosity.

Fundraising ideas

- Consider promoting Venmo with a QR code for electronic tips.
- Bring a tip jar.
- Consider a 50/50 raffle, or silent auction.
- Don't forget to bring merchandise to sell.

Promotions

- The Town will create a Facebook event for your concert, be sure to share it with your social media and add comments there if there are updates or you have details on your meal you want to share. We can make you a cohost of the event if we can find your Facebook page.
- We have posters and flyers available at the office.

Setting up

Drop off – You may temporarily park at the paved entrance to the Town Dock to unload/load.



Set up & food delivery - It takes between 45-60 mins to set up. Have food arrive 20-30 mins before the start of service. Be sure to note to cooks that food should arrive hot! Please place tables between the maple trees. Food service can start at any time but no later than 5:30 PM.



Tips for Station Workflow

- Have folks order and pay first. The “cashier” can handle money and hand out any prepackaged items like chips, drinks, and plates.
- Next to the cashier have staff with gloves serving customers at each dish.
- Place napkins and utensils at the end. A separate drink station is handy.
- If necessary, have folks wait off to the side in a separate line for pickup.
- Those handling money should not be handling food.

Prepare for Inclement Weather

- Consider offering your meals in to-go containers. If there are leftovers you could sell them at a discount at the end of the show. And donate leftovers to the Food Pantry.
- Bring a pop-up tent and rain gear just in case.

Rain Dates and Cancelations

- Decisions to cancel a show due to inclement weather will be made by Town Staff and communicated to you via email to the contact who registered with the Town by 4pm on the Friday before the Sunday show.
- There are no rain dates.
- If you cannot serve food, please let Town Staff the Friday before the event by 4pm so we can update our Facebook event.

Food Safety Resources

- <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/cooking-groups>