

2008 SERTOMA PANCAKE JAMBOREE

MARCH 20, 2008

I. COMMITTEE MEMBERSHIP:

Two (2) members from each of the Lincoln Sertoma Clubs. Chairperson - Al Topil, Center; Secretary - , Midtowne; Treasurer - Bob Peters, Gateway.

Future rotation schedule;

CHAIR
2009 - Midtowne

SECRETARY
2009 - Gateway

II. GENERAL POLICES REGARDING PANCAKE FEED:

A. All persons 5 years of age and older required to have ticket.

Give "comp" tickets to Sesostris Shrine Staff helping with sausage, Pershing staff, and to news media covering the event.

B. Prices as approved:

1. \$5.00 (\$6.00 at door) per person per plate (3 cakes, 2 sausage, juice, coffee, milk. (Servers may ask diners if they prefer 2 or 3 cakes.)
2. Toppings, \$.25 each.
3. Seconds:
 - Pancakes and Coffee - Free
 - Sausage - 2 for 50 cents
 - Milk - 50 cents per carton
4. Eggs – Jim Becker 50 Cents each

C. Membership determines (with advice and consent from clubs) what organization(s) will receive one-half of net proceeds. Other half goes to organizations designated by each club.

III. DISPLAY BOOTHS: SECRETARY

- A. Letters of Invitation sent by Secretary in early February
- B. Space and table provided for each group(non-profits only) at set-up day before Pancake Jamboree.
- C. Each Sertoma Club should have its banner displayed at Jamboree.
- D. Each Sertoma Club should have a display of its club activities.

IV. POSTER CONTEST

- A. Request club representatives in October.
- B. Committee begins work in December - Co-chairs -
- C. Pancake committee pays for ribbons, and camera.
- D. Clubs that sponsor a school furnish the paper needed for poster contest. Poster committee will determine paper size.

- E. Three (3) tickets are given to each winner. Stamp these tickets, "Poster Winner".
(Parents & winner only)

V. ADVERTISING, PUBLIC RELATIONS, PROMOTIONS: ????

- A. Printing of 2,000 placemats with advertising for all contributing firms. (Settels Printing has done printing in past)
- B. News release to all newspapers
- C. News release to all local radio stations
- D. News release to all local TV stations
- E. Print and distribute 200 – 400 posters
- F. Announcements sent to other service clubs Kiwanis, Rotary & Lions etc(Sent early in February)
- G. Invitations for on site radio broadcasts
- H. Invitations for radio/TV/newspaper coverage
- I. Place ad in "Neighborhood Extra
- J. Place ad on Cablevision

VI. RENTAL AND BORROWED EQUIPMENT:

- A. 100 white aprons, 100 wipes/towels, two white laundry bags from Paramont 435-4313. (Keep bundle of towels for cleanup crew.)
- B. Four pancake grills from Kiwanis (rented \$40.00 each)
- C. Cellular telephone numbers - necessary for communication with sausage cookers
- D. Get ICE ROOM KEY from Cathy Becker's cousin. Cathy's ph# 467-4837 or Harland Parrish ph# 438-5194

VII. TRANSPORTATION OF EQUIPMENT TO PERSHING:

- A. Pickup and return grills
- B. Equipment is stored at Baker Hardware. (Dave White ph#475-4081 or 202-0198
Dave White will deliver and return to storage
 - Mixer
 - Utinsils
 - Coffee pots and servers
 - Pancake batter droppers
 - Pancake turners
 - Plastic buckets, batter pitchers
 - All carry-over inventory including left over toppings
 - Other equipment, signs and supplies
 - Be sure to have adequate electrical cords

VIII. INVENTORY CARRY-OVER SUPPLIES

- A. Do an inventory at end of Jamboree

IX. FOOD ITEMS & SUPPLIES: HARLAND PARRISH

Ordered by procurement officer acting as purchasing agent; obtained prices, and coordinated the delivery of all commodities with suppliers, vendors and volunteers.

- A. Pancake flour - obtained from Lincoln Poultry
- B. Sausage - obtained (free) Jill Bird (will need 25 tickets)

X. TICKETS & TICKET SALES

- A. Have 8,000 tickets printed (Settels Printing)
- B. Identify ticket representative for each club
- C. Distribute tickets to all clubs & designee for Corporate sales
- D. Collect sales receipts and reports from all clubs; account for all tickets; submit receipts to treasurer

XI. CORPORATE FUNDRAISING -

- A. Send out letters early January

XII. WORK ASSIGNMENTS, REPORTING HOURS WORKED -

- A. Get listing of names, jobs and shifts to be worked for members of each club
- B. Assign supervisors for each job and shift as needed
- C. Set up and operate sign-in table
- D. Make and Distribute name tags
- E. Keep work assignments current in case of emergency
- F. Check out all workers and record hours worked
- G. Record hours worked by each club; report to treasurer by May 1
- H. Obtain from each club hours work in addition to those on date of Jamboree report to treasurer by May 1

XIII. SAUSAGE AND COOKING CREW

- A. Secure use of Pershing Kitchen for sausage cooking.
- B. Pay close attention to crew size when making up work roster

XIV. FACILITIES

- A. Secure contract for auditorium (Contract for March 20, 2008 has been signed and returned to Pershing)
- B. Arrange time so equipment can be set up
- C. Arrange time with exhibitors for exhibits to be set up and taken down. (Must be out by 8:00 P.M.)
- D. Arrange for cleanup after Jamboree (University Club usually cleanup)
- E. Arrange for all equipment to be returned to storage (Dave White)

XV. UTILITIES

- A. Contact Aquila to make appointment date & time for hookup of service. (Dave White to handle)

XVI. PERMITS & INSURANCE - BOB PETERS - TREASURER

Have treasurer arrange for and double check:

- A. Obtain liability insurance from National Sertoma's insurance carrier
- B. Provide checks for advanced purchases - pancake flour, grill rental
- C. Get \$500 for cash boxes: \$50 in quarters, \$140 in \$1's, \$310 in \$5's

XVII. THANK YOU LETTERS

- A. Gas company
- B. Laundry service
- C. Printer
- D. Exhibitors
- E. Kiwanis Club
- F. Media outlets - radio, TV , newspaper
- G. Sesostri Shrine Temple

XVIII. CONTRACTS TO SIGN AND RESERVATIONS TO MAKE FOR 2009

FOR OUTGOING CHAIRPERSON TO PERFORM:

- A. SECURE CONTRACT WITH PERSHING AUDITORIUM FOR MARCH 19, 2009
- B. RESERVE THE KIWANIS' GRILLS FOR MARCH 18, 19, 2009
GRILLS ARE LOCATED AT "Big Red Line" 1818 Dudley.
Contact is Cece Hill 420-060
- C. RESERVE Pershing Kitchen FOR SAUSAGE COOKING FOR MARCH 18 & 19, 2009

KEY TELEPHONE CONTACTS;

GAS COMPANY -

KIWANIS GRILLS, Contact is Cece Hill 420-060

PERSHING - 441-8477 - MAIN NUMBER

FOR 2009 PANCAKE JAMBOREE

Chair - Midtowne

Secretary – Gateway

Future Rotation:

Midtowne	2009	Gateway	2010
Lincoln	2011	West	2012
Northeast	2013	University	2014
Stars & Stripes	2015	CI Club	2016
Center	2017		

