

## FAMILY NIGHT CHECKLIST (25-40 Servings)

Check out the front door key from Club Manager.

Inventory freezer and refrigerator prior to purchasing items listed below. Previously frozen (then thawed) meat not used on Family Night **WILL NOT** be refrozen. **Cook all thawed patties.** Uncooked fresh meat should be put into the freezer for the next Family Night. Check how much mustard, ketchup, relish, jalapenos, and mayonnaise are in the refrigerator.

Also inventory the bar snacks. If low, contact Club Manager for guidance on how much to buy.

Please remain cognizant that we are on a tight budget; your expenditures should remain well below the **not-to-exceed limit of \$150. KEEP ALL RECEIPTS! (DO NOT PAY TAX). Do not mix personal non-reimbursable items on these receipts. Do not use credit cards for purchases; you must use cash, check, or debit card.**

Suggest you have two people working in the kitchen behind the counter and two people cooking at the grill. In addition, up to two bar tenders may be needed. Be aware that only two volunteers will be rewarded with free dinners for this event.

The fall and winter months (November through April) are routinely less attended so plan accordingly. Also, Friday nights around holidays (July 4<sup>th</sup> and Billy Bowlegs weekend) are also less attended. For those dates you might consider planning for 25 attendees while having additional meat available if needed.

### General Instructions:

Paper plates, napkins and utensils are provided by the Yacht Club. These items are located in lower cupboards under counter top. If not there, check storage room.

Arrive at the Club early (suggest 4:30 pm) – Start cooking around 5:45 pm for 25 people; add burgers and dogs to match headcount at 6:15 pm. First hamburger should be available NLT 6:30 pm.

The Club Finance Manager, the Commodore, and/or the Club Entertainment Manager will ensure that change is available. They will collect, or arrange for collection of, money for the dinner. Currently, the charge is \$4.00 for each adult (over the age of 12).

Gas bottles for the grill are locked in the metal cabinet located outside. Check to make sure you have enough propane to complete the cooking. If you need to get a bottle filled, you can get them filled on base at the RV camping facility or exchanged at the Base Express Mart. Keep the receipt to get your money back. The finance manager normally gets all empty tanks refilled at Postal Point with cost charged to the FSS accounts.

Place unfrozen meat and unused buns in the freezer for the next time. Save mustard, ketchup, pickles, relish, jalapenos, etc. Meat and buns not defrosted may be left in the freezers.

Clean up and return key. (Place in mail slot in front door or give to Club manager)

Note: Please contact Bob Gramm, 651-9514, for questions, additions, or suggested changes to this checklist. This checklist will be updated at least annually; check date for currency.

## Inventory/Purchase List

Item	Required	On Hand	Need	Cost
Hamburger Patties*	40			
Hamburger Buns**	30			
Hot dogs	40			
Hot dog buns**	30			
Sliced cheese	40			
Heads of lettuce***	1-2			
Onions***	3			
Tomatoes***	5			
Baked beans (16oz cans)	7 or			
(7lb cans)	1			
Potato Chips (Large bag)	2			
Plates & Utensils	60 servings			
Propane	2 bottles			

\*Hamburger - at least 1/3 pound patties at least 85% lean to prevent flare-ups. Check stock in freezer. Some people prefer to make the patties versus ready-made. It has been suggested that people not buy the frozen burgers, but to purchase fresh made patties at Winn Dixie or Sam's Club, (check your prices, meat is getting very expensive). All not cooked fresh beef can be frozen. Recommend a small surplus of meat be kept in the freezer for the occasional unexpected large crowds. Historically, smaller attended months are July, December and January. If the first Friday is in conjunction with holiday weekend, the participation may be less than normal.

\*Frozen hamburgers – Some experienced crew chiefs recommend purchasing 85% lean frozen patties from the Base Commissary (or in 18-pack from Sam's). They are perfectly sized and they cook straight from the freezer, which makes quantity estimating easy—buy extra and don't cook them unless you need them. They also cook well with little flare up.

\*The most common remark during Family Night is the tendency to overcook (hockey-puck style) burgers or just the opposite, serving them rare. The rare ones can be recovered with a little more time on the grill or a short period in the microwave.

\*\*Suggest buns/rolls be purchased at Flowers Discount Bakery, 439 Green Acres Rd, FWB, if possible.

\*\*\*Produce – purchase larger quantity if the items are small

Condiments – 1 large jar each of mustard, ketchup, relish, and jalapenos plus 2-3 12oz squeeze bottles of mayonnaise. Please date bottles when you buy them.

Some Family Night crew chiefs have also provided a small dessert following the meal. The routine is ice cream and cookies. Check the freezer; there is often left-over ice cream from Membership night or the previous Hamburger Night. **If you have the budget**, you'll only need to purchase a couple bags of cookies and a large tub of ice cream.