

FAMILY NIGHT CHECKLIST

(50 Servings)

Check out the front door key from Club Manager.

Inventory freezer and refrigerator prior to purchasing items listed below. Previously frozen 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, pickles, mayonnaise, and ketchup are in the refrigerator.

If desired, you can obtain an advance from Club Manager (maximum of \$125.00) to purchase food. Be aware that we cannot obtain a cash advance until the first day of the month in which Family Night falls thus early coordination will be necessary. It may be easier to buy the food yourself, keep all receipts, and then turn them in for payment. **KEEP ALL RECEIPTS! (DO NOT PAY TAX - DO NOT USE YOUR CREDIT CARD - CASH OR DEBIT CARD ARE OKAY).** **Do not mix personal non reimbursable items on these receipts.**

Suggest you have two people working in the kitchen behind the counter and two people cooking at the grill. You will also need to coordinate for a club finance person to collect the fee of \$5 per person (normally Entertainment, Finance, Manager, Friends, or Commodore - select long-term members have been checked out on this). On Family Night, only the chief and one assistant may be rewarded with free dinners for this event and that is only if the total gross revenue exceeds expenses by \$30.

The fall and winter months (November through April) are routinely less attended, so plan accordingly. Also, Friday nights around holidays (July 4th and Billy Bowlegs weekend) are also less attended. For those dates you might consider planning for 50 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. Contact Club Manager if insufficient quantities of these items are on hand.

Arrive at the Club early (suggest 4:30 pm) – Make hamburger patties (if necessary) and start cooking around 5:45 pm. First hamburger should be available NLT 6:30 pm.

A “change fund” is available from the manager or finance person with 1's, 5's and 10's for change. Collect \$5.00 for each adult (over the age of 12). Count money (separate change fund, take out funds for receipts) document funds collected and disbursed and & turn in to Club Manager or Financial Manager along with all receipts. If neither of these people are available, place money and receipts in a zip lock bag or envelope with a full explanation. Give bag or envelope to an EYC Bridge member, preferably the Commodore.

Gas bottles for the grill are locked in the metal cabinet located outside and 2 partial bottles under wooden box on back porch. Check to make sure you have enough propane to complete the cooking. If you need to get a bottle filled, you can get them exchanged at the Base Shoppette. Keep the receipt to get your money back (DO NOT USE A CREDIT CARD).

Place unfrozen meat and unused buns in the freezer for the next time. Save mustard, ketchup, and pickles. Please date bottles when you buy them.

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

Note: Please contact Gary Combs, 217-5180, for questions, additions, or suggested changes to this checklist. This checklist will be updated at least annually; check date for currency.

Inventory/Purchase List
(Review Notes for Asterix Items)

Item	Required	On Hand	Need	Cost
Hamburger Patties*	50			
Hamburger Buns	50			
Hot dogs**	50			
Hot dog buns**	50			
Sliced cheese	50			
Heads of lettuce**	1-2			
Onions**	3			
Tomatoes**	5			
Baked beans(16oz cans)	250 oz			
Potato Chips (Large bag)	3			
Plates & Utensils	75 servings			
Propane	2 bottles			

*Hamburger - at least 50 patties. Approx. 20 lbs of ground beef; 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 freshly made patties at Winn Dixie, (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 Sams). 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.

**Recommend you purchase bread, potato chips and cookies from 439 Green Acres Rd, Fort Walton Beach, FL 32547. It's best to purchase on Thursday or Friday as this is a discount store.

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

***In the past, 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 or two of ice cream.

February 20, 2020