

Inez Dennison, Pres. Band Parents - Arlington, Ohio

May 29, 1965 Alumni Banquet Procedures

① 8 A.M. Band parents program & decorating committee bring pails & rags to wash tables and chairs. (Alumni began this job Friday evening (also plastic cloths & decorations on when tables were cleaned) The Alumni Decorating Committee will finish putting on plastic cloths and decorations as soon as the tables are cleaned on Saturday morn. I had 4 extra band parents who are alumni to help our P. & D. Committee clean, making a total of 10 people.

② When all table cloths & decorations on tables, our group will place on all tables silverware, napkins, sugar & creamer, salt & pepper, cups for coffee, glass for water, doilies & juice glass. (Doilies, juice glasses, water & coffee cups etc. will be on hand in the gym, having been carried to the gym on Friday Evening)

10 AM Steak Committee reports to work - gets meat ready, fries, bakes & keeps warm.

10 AM When food arrives, see that butter and juices are

① Placed in refrigerator to keep cold.

② Take stack of newspapers & cover sewing machines and Teachers desk in home ec room

for cakes and rolls to be set on, making clean up easier.

3. See that paper plates (6 in.) are in sewing room for cake cutters; also knives for cutting the cakes.
4. Put roll baskets and butter pat plates in the sewing room (also rolls) for Butter & Roll Committee.
5. Put salad cups in hall way on tables.
6. Place long tables by doors to stage area for food to be placed on prior to serving.
7. Have peas and 5 pans (4-5 gal. size) ready for pea committee; butter in refrigerator. Warm peas, drain liquid, add 1# butter per pan -- (approximately $3\frac{1}{2}$ gal peas). Serve.
8. Potatoes are in refrigerator - drain and replace with fresh water (they have been peeled by the potato committee and put in pans of water & placed in refrigerator). Cook; then place in 8 roasting pans, cut up 2# butter per roaster and add salt. Keep warm in oven.
9. See that coffee tables are in place.

3:30 PM. ^{The} Apple sauce, Relish Plate, Rolls & Butter, Coffee and Potato Committees arrive.

4 PM. Cake & Ice Cream "

5 PM The Peas Committee Arrives.

4 P.M. Dairy Products to be delivered, Be sure everything is kept cold.

10. Have serving tables placed (we use 2 tables per serving line), place a white cart at each end of the two serving lines for peas and potatoes to be placed on.
11. Stack plates on serving table.
12. Place package of rolls on table for serving.

6 P.M. 13 a. Have waiters and waitresses put two wafers on each doily, fill juice glasses and place on upper right hand corner of doiley.
B. Fill water glasses (also put in ice)
C. " Creamers

6:30 P.M. Place on each of the two serving tables and white carts: 1 Roaster of steak, 1 Roaster of potatoes and 1 pan of peas.

Line up 4 food servers on each side of both serving tables (total 16)

Each line will pass plates to end of table where waitresses will take them and serve them.

Food Proportions Per Plate:

Approx. 1 6oz. slice steak
 $\frac{1}{2}$ lb. potatoes
 $3\frac{1}{2}$ oz. peas
1 Roll

Food Servers:

Steak: Rosemary Fox, Martha & Bob Greene, Opal Best.
Potatoes: Barbara Main, Mary Griffith, Edith Nicholson,
and Norma Coldren
Plas: Ethel Honaker, Dorothy Porter, Shirley Woodard
and Betty Jidd
Rolls: Fred Mengert, Dorothy Wright, Ron Cable,
and Doris Alge.

1965 Alumni Banquet - Arlington, Ohio

Menu -

Cube Steak

Tomato Juice

Peas

Wafers

Buttered Potatoes

Cake and Ice Cream

Rolls and Butter

Apple Sauce - Relish Plates

Coffee, Orange Drink or Milk

Food for 600-625 people

Order one week in advance - - Trauchts I. G. A. :

230# Steak - Round or loin, cut in 6 oz. slices, cubed (625 slices)

18 Gal. Peas

300# Potatoes

75 doz. Rolls

4 large Nes Cafe Instant Coffee

25# I G A Butter - for peas & potatoes

40 Cans Tomato juice (1 qt. 14 oz size can)

6 Boxes Town House Crackers (approx 125 per box)

6 Wafer Thins " (" " " ")

10# Flour (for steak)

10# Sugar (for bowls, peas)

5 boxes salt

3 " pepper

5 doz. Round buns (for workers who want a sandwich)

Ordered from Plainview Dairy 1 week in advance:

3 Gal. orange drink
3 " white milk
5 qt. coffee cream
79 qt. ice cream (individual servings - 8 to each qt)
10 # butter patties (600)

1965 Alumni Banquet Committee

Chairman: Inez Dennison
Co- " , Dorothy Miegert

Planned for 550 alumni plus 75 workers

Steak: Chrm. Rosemary Fox - all day, Martha Green - all day,
Opal Best - all day, Marna Hartman until 5 PM,
Rose Clevenger until 5 PM, Neva Fox until 5 PM
Evelyn Oats until 5 PM.

Serving: 6 oz.	Amt. to buy 625 slices (230#)
Arr. Time: 10 A.M.	2:30 P.M. 350° to heat
Hrs. to brown: 2½	Bake 1 hr. - Turn back to low.
No. of Pans: 15	
Salt: 4 Boxes	Amt. of flour for coating: 10#
Roasters: 7	" " Shortening: 15# (Donated)

(Recipe - Dredge steak in flour that has been salted; brown, place in pan to bake)

Servers at 6:30 P.M. Rosemary, Opal Martha & Bob
Greene

Peas

Ethel Honaker, Chrm. all day
Dorothy Barter, All day

Amt: 18 gal. peas 10# sugar
5# Butter

Serving: Approx. $3\frac{1}{2}$ oz.

Arrival Time: 5 P.M.

Cooking Time 1 Hr.

No. of Pans: 5 - ($3\frac{1}{2}$ gal. peas to each pan)

$1\frac{1}{4}$ # butter " " "

3 Tbsp. salt

2 Tbsp. pepper

2 Tbsp. sugar

Servers: Ethel, Dorothy, Shirley Woodard, Betty Lidd

Potatoes: Barbara Main, Chrm. all day - Mary Griffith all day

Edith Nicholson all day - Arr. Time 1 P.M.

(Potatoes were peeled by Social Comm. Friday & placed in water)

Onto cook at 3:30 P.M.

Amt. to buy 300#

Serving: Approx. $\frac{1}{2}$ # per person - Butter 2# per roaster

After Cooking: Baking Time 5 P.M. to 6:30 P.M.

No. of Kettles for cooking: 13

Cook potatoes

" " Roasters " baking: 9

Place in roasters

Servers: Barbara, Mary, Edith and
Norma Coldren

Add 2# butter per roaster

3 Tbsp. Salt

2 Tbsp. Pepper

Stir & Bake.

Relish

Ada Bash, Chrm. all day Doris La Roche all day
Norma Coldren all day, Marcia Stollenbarger, Alumni,
Maxine Steinman, Alumni, (The first 3 helped
with all other jobs in evening)

Arr. Time: 5 P.M. Home Ec Kitchen

Contents: Carrots, Celery, Radishes, pickles, olives (2 kind)

Amts: 8 pkg. Carrots 10 pkg. Radishes 12 Cans Olives (black)
6 pkg. Celery 1 gal. Pickles 12 jars " (green)

No. of Relish Plates: 24 (1 per 25 persons)

On tables by 6 P.M.

(Vegetables) Cleaned at home on Friday, placed in
plastic bags on foil trays and refrigerated.

Apple Sauce: Edith Smith Chrm. all day, Irena Fuller all day
Oleg Rodman all day and Mabel Businger all day
(all helped on other jobs in evening)

Arr. Time: 4 P.M.

amt. to buy: Musselmans 23 gal.

(If sugar needed add $1\frac{1}{2}$ c. per gal.)

Serving: Approx $\frac{3}{4}$ c.

Place in paper cups (cold) in Home Ec Kitchen, put
on trays; carry to tables and placed about 6 P.M.

Rolls and Butter: Lorna Wilson, Chrm. (Alumni)

Fred Mengert, all day, Dorothy Wright, all day and

Ronald Cable, all day.

Arr. Time 3:30 P.M.

Sewing Room

amt. to buy: 75 Doz. Rolls

600 Patties Butter (10#)

No. of Baskets: 40 (4 per table)

Put 1 Doz. Rolls in

" " Butter Bat Plates: 600

each basket & place on
tables -- rest on serving
tables.

Rolls & Butter Bats on Tables by 6 P.M.

Servers: All four above persons

Ice Cream

Doris Alge, Chrm. all day - Shirley Woodard all day.

& Cake:

Betty Lidd from 5 P.M. on

Arr. Time 4 P.M.

No. of Cakes: 50

Tonated

amt " Ice Cream 79 qt.

Cakes delivered to sewing room by 4 P.M. - Cut 12 pc. per cake

Place on plates

Cutters & Servers: All three of above persons

Coffee:

Jeanette Deter, Chrm all day, Vera Mae Buechler all day

Clinton Deter all day and Clair Buechler all day.

amt. to buy: 4 large jars coffee (instant) Nescafe

8 qt. coffee cream (for cream pitchers)

10# sugar (for sugar bowls)

Use $1\frac{1}{4}$ c. instant coffee to each blue pot and pour
into coffee urns for serving.

(Use 8 people to serve) Use 40 creamers & sugar bowls

No. of Coffee Bats: 2

4 per table

Arr. Time: 3:30 P.M.

Juice & Wafers: Waitresses will pour into ready placed glass about 6 P.M. (Wafers already in place)

Amt. of Juice to buy: 40 Cans (46 oz. size)

" " Crackers 12 Boxes (6 of 2 kinds)

Waitresses: Helen McClelland, Chrm. all day & husband Bob.

Ruth & Bernard Cotner, Co Chrm. all day.

Arr. Time: 5:30 P.M.

No. Waitresses Needed: Approx 50

Had students eat before they came - served them a piece of cake & ice cream after work was done.

Clean Up: John & Millie Rower, Chrm. 6 P.M.

Walt & Cynthia Griffin 6 P.M.

Burdette & Hazel Butler 6 P.M.

Bob & Pauline Cramer 6 P.M.

Mr & Mrs. Brohaska 6 P.M.

Clair Reucher - after coffee is served

Helen McClelland - after serving food is done

Ethel Honaker " " " " "

Note: Have plenty of waste baskets

Use all 4 serving tables for scraping and stacking.

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Decorations:	Furnished by Alumni			
Furniture:	Chairs & tables furnished by alumni			
Plates:	(Needed 250 extra)	"	"	"
Silver:	390 knives - 225 forks - 300 spoons	"	"	"
Table Covers:		"	"	"
Salts & Peppers		"	"	"
Creamer/Sugars (24 Sets)		"	"	"
Bread Baskets		"	"	"

We Purchased:

3 boxes or 600	5oz. cups for applesauce - Paper	
600	6 in. plates for cake & ice cream	"
600	6 in doilies " wafers	"
600	6 oz. juice cups	"
2 Boxes or 1200	6 oz. styrofoam cups for coffee & water.	

We had butter pattie plates on hand.

