

## Huron Valley Numismatic Society (HVNS) Coin Show Food Handbook

### I. Who is in charge of the food?

Under the general direction of the Show Coordinator, the appointed Food Coordinator is responsible for the food served at the coin show.

### II. How many people do we feed?

- A. During dealer set-up, we provide donuts and coffee to about 30 people (25 dealers and 5 club members).
- B. At lunch time, we provide a meal to about 35 people (25 dealers and 10 club members).
- C. In mid-afternoon, we provide soft drinks or water and to about 25 people (20 dealers and 5 club members).

### III. How many volunteers do we need?

Recruit volunteers by circulating a sign-up sheet at the club meeting before the show (see example below).

- A. Two during dealer set-up to serve coffee and donuts.
- B. Seven at lunch – 4 to prepare the food and 3 to take and deliver orders
- C. Two in the afternoon to serve soft drinks and clean the kitchen

### IV. What is the food budget

In January 2014, the Board of Directors capped the total food budget at \$175.

V. How much food do we need?

A. On the day before the show, we buy:

Item	Amount	Notes	Person Buying
Hot dogs	36	6 packages of 6 good hearty hot dogs	
Meatballs	36	3 packages of 12 uncooked medium size meatballs	
Pasta sauce	1 bottle	Meatless marinara	
Chili	1 can	No beans	
Shredded cheese	12 ounces package	Shredded mozzarella can go on the meatball sandwiches and the chili dogs	
Buns	40 hotdog buns 12 meatball buns	5 packages of 8 and 2 packages of 6	
Chips	32 bags	1 box of assorted small bags	
Vegetables	32 servings	Cut up: 1 bag baby carrots, 1 celery heart, 1 bunch of radishes, one can of black olives	
Ranch dressing	1 small bottle	To serve with vegetables	
Soft drinks	48 cans	24 cans each of 7-Up and Coke - half regular and half diet (12 of each)	
Cookies	90	2 per plate plus extras	
Coffee	70 cups	10.3 ounce can	
Tea	1 box of bags		
Water	12 bottles		
Milk	1 pint		
Packets of sugar	24	For coffee and tea	
Packets of artificial	24	For coffee and tea	

sweetener			
Condiments	1 small bottle each of relish, ketchup, and mustard,		
Utensils	40 plates, 80 napkins, 60 hot cups, 80 condiment cups, 30 foil sandwich wraps, ¼ roll of foil, 1 roll of paper towels, and 24 plastic forks. 16 cardboard boats (for vegetables)	Buy in bulk at Costco	

B. In the morning of the day of the show, we buy:

Item	Amount	Notes	Person Buying
Donuts	2 dozen		

VI. What equipment do we need?

Item	Amount	Notes	Person Providing
Crock pots	1	For the meatballs and sauce and for hot dogs	
Coffee pot	1	35 cup percolator	
Dish towels	3	For clean-up	
Baking sheets	3	For hot dogs and meatballs	
Kitchen mitts	2	For oven cooking	
Large black trash bags	3	For clean-up	
Garbage can size white trash bags	2	For clean-up	

VII. How do we prepare and serve the food?

A. At about 7:15 AM:

1. Make a pot (35 cups) of coffee
2. Set-out
  - a. Donuts
  - b. Milk
  - c. Packets of sugar and artificial sweetener
  - d. Cups and napkins

B. During dealer set-up (8:00 to 9:00 AM):

1. Serve coffee and donuts
2. Make another pot of coffee
3. Put the soft drinks and water in the refrigerator

C. At about 10:30 AM

1. Cut-up the vegetables and store in the refrigerator
2. Pass out dealer menus

D. At about 11:00 AM

1. Pick-up dealer menus
2. Warm the chili and marinara sauce in small pan on the stove

3. Cook hotdogs on a baking sheet and transfer to a crock pot set on low.
4. Cook meatballs on a baking sheet in the oven
5. Fill the condiment cups

E. At about 11:30 AM

1. Prepare and deliver meals to the dealers
2. Serve lunch to the club members

F. At about 12:15 PM

1. Pick up empty trays
2. Clean the kitchen

G. At about 2:00 PM

Offer soft drinks, water, and cookies to dealers and club members

VIII. What else is there to do?

A. Members who purchase items, e.g., hot dogs and napkins, must keep receipts and give them to the club Treasurer no later than the first club meeting after the show (see example below). The Treasurer will reimburse the members for their expenses.

B. The Food Coordinator should:

1. Keep all non-perishable items, e.g., napkins, for the next show

2. Make handbook adjustments as needed, e.g., add items adjust quantities, adjust the food preparation and service plan
3. Provide the Show Coordinator with a short report prior to the first club meeting after the show

Created March 2012 by Al R.  
Revised March 2018 by Al R.

# Chez Numismatique



Located at the  
Huron Valley Numismatic Society  
March 24, 2018 Coin Show

## Kitchen Brigade

<b>Executive Chef</b> (Buys most of the food and supervises the Kitchen Brigade)	<i>Al R.</i>	7:30 AM to 3:00 PM
<b>Chef de Cuisine</b> (Buys some of the food and prepares the food)	<i>Max G.</i>	10:00 AM to 1:00 PM
<b>Sous Chef</b> (Prepares the food)	<i>Uni M.</i>	10:00 AM to 1:00 PM
<b>Cuisinier</b> (Plates the food)	<i>Maria R.-K.</i>	10:00 am to 1:00 PM
<b>Head Waiter</b> (Supervises the servers)	<i>Ken G.</i>	11:00 AM to 1:00 PM
<b>Server</b> (Serves the food and buses tables)	<i>Manny S.</i>	11:30 AM to 1:00 PM
<b>Server</b> (Serves the food and buses the tables)	<i>Adrienne S.</i>	11:30 AM to 1:00 PM

## Huron Valley Numismatic Society Coin Show DEALER LUNCH ORDER



Check the items you want for lunch. A club member will pick up your order around 11:30 AM and deliver your food around Noon.

1.  Two hot dogs on buns

Relish

Mustard

Ketchup

Chili (no beans)

Or

One meatball (3) sandwich with marinara sauce and cheese

2.  Mixed raw vegetables with ranch dressing on the side

3.  Bag of chips

4.  Coffee

Sugar

Cream

Or

Soft Drink

7-Up (Regular)

7-Up (Diet)

Coke (Regular)

Coke (Diet)

Or

Water

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Print your name





Date: 10/26/2013

To: Glen R.  
Huron Valley Numismatic Society (HVNS)

From: Al R.

Re.: Reimbursement Request

Please reimburse me \$106.96 for food purchased at Kroger market for the HVNS coin show held on 10/26/2013 (receipt attached).

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Al R.

**Paid 10/26/2013**