

# POUGHKEEPSIE



## BASEBALL

### Committee/Event leader fact sheet

**Event/Project Name:** Concession Stand

**Event/Project Description:** To prepare for opening day, this committee will clean all equipment, floors, and counters; make sure food/beverages/supplies are restocked. During the season, occasional general cleanup and put away any soda , food or ice cream that may have been delivered. For Opening Day, staff the stand as it will be busy, it usually requires 4-5 people in the stand- 3 steady, and 2 in & out. During the season, one person is required to coordinate the scheduling of openers and closers – this usually requires reading the game schedules, and sending an email to Board members and managers asking people to respond back with days they can either open or close. This committee is usually made up of 4 people who help with general things and 1 leader. The committee leader will work with the person who does the shopping to make sure the stand is stocked at all times. The leader also deals with the beverage supplier and calls them to schedule orders.

**Amount of time devoted and when:** For opening day readiness, each member would help 3-4 hours, usually second week in April. A total of 15 hours is generally needed for opening day readiness by the entire committee. For the regular season the Leader and committee members would spend a combined 4 hrs a week, until early June, with general tasks such as cleanup, making the “shopping list”, etc. Opening day is very busy, so any time a committee member can spend with morning prep and running the stand til end of day (usually 7pm) is appreciated, however the Committee Leader will make attempts to get others to help as well on Opening Day.

**Costs involved in this project/event:** just food/beverage/supply costs.

**Notes:** This committee is ongoing and challenging. Without sufficient help this would be impossible.