

## **GUIDELINES for APYC BURGER NIGHT**

The intent of the APYC Burger Friday Night is to offer a simple and inexpensive event that hosts can manage with little effort and members can enjoy. It is a fixed menu at a fixed price (\$8.00).

Don't be tempted to add additional items. If you would like to host a more complicated menu you may take another APYC Friday Night.

You should be prepared for approximately 35-45 attendees. It would be best to have four people (1 to cook, 2 to set up inside, and 1 to carry burgers in from the grill).

A count of the RSVPs will be sent to the lead host the day before the burger night.

**APYC provides paper plates, napkins, plastic utensils, and cups.**

### **The menu is to be:**

- **Hamburgers** (burgers and buns are provided by APYC and are in the freezer in the office)
  - Lettuce (**purchase** three 8 oz. bags of shredded ice berg) (1-1/2 heads of lettuce for 30)
  - Tomatoes (**purchase** and slice 12-13 medium tomatoes) (6-7 tomatoes for 30)
  - Onions (**purchase** and slice 3 extra-large sweet onions) (2 onions for 30)
  - Pickles (provided by APYC)
  - Mustard (provided by APYC)
  - Mayonnaise (provided by APYC)
  - Ketchup (provided by APYC)
  - Jalapenos (provided by APYC)
  - Sliced Cheese (provided by APYC)
  
- **Potato Chips**
  - **Purchase** four 16 oz. bags of chips. (Unopened chips may be put in storeroom)

### **SUGGESTIONS:**

- Use the larger grill with the hood. CLEAN GRILL AFTER USE.
- Cook burgers in their frozen state for food safety. If you want, cook two batches of burgers and place in warmed roaster before announcing the food is

ready. This will prevent people having to wait for their food while others are already eating.

- Use the **SECRET SPRAY** to make the burgers delicious. Spray it on while they are cooking. It is a mixture of half water and half Worcestershire Sauce in a marked spray bottle in the refrigerator.
- The buns should be removed from the freezer (**early afternoon**) to thaw. The buns need to be warmed. Wrap them in foil and heat in the oven at 200 degrees for about 30 minutes. You can also warm buns in a roaster. (Roasters are in the storeroom.)
- Place the dill pickles and jalapenos in bowls and refill when needed.
- Put out several mustard, mayonnaise, and ketchup containers so more than one person can be fixing their burger.

### **BAR SET-UP:**

Set up the bar as usual. Place a **Liquor Donation Jar** on both Bar & Beer Cooler. Extra wine is in the upper cabinet at end of kitchen & Pinot Grigio is in cabinet of liquor bar. Extra liquor is under cabinet of liquor bar & in the office.

### **FOOD SET-UP:**

- Set-up table works best if you can have both sides accessible.
- Place **Food Donation Jar** near the Food Set Up table or on the counter with plates/napkins.
- Place signs telling what the suggested food donation is on the food jar and on the door.

### **AT THE END OF BURGER NIGHT:**

### **COUNT MONEY:**

- Keep bar and food money separate.
- Record the amounts on the small notebook in drawer to the right of beer cooler. Also record the number of people.
- Place money in envelopes located in same drawer.
- Write information on envelope:
  - Event Name and Date
  - Number of People
  - Amount collected from food.
  - Amount collected from bar.
- Money goes in office in safe.

- Office key is located in lock box in kitchen. Located on the upper cabinet door next to ovens. Use code to open.
- Safe is located in office on the floor, black and grey box.
- Tricky to open: You turn key, push down on lid above key & pull up.

### **RECEIPTS**

- Receipts for reimbursement for food should be placed in the money envelope. The event name and host's name should be written on the receipt.
- A check will be mailed from the treasurer to the club member.

### **CLEAN UP:**

- Clean the kitchen, tables, and buffet table.
- Empty all trash cans and take to the dumpster.
- Replace all trash bags. Bags are located in the pantry.
- Turn off all lights (bathroom, store room, pantry) and ceiling fans.
- Lock all doors and Gates
- Lock the doors to the Clubhouse and the gates.
- Make sure that the side door is locked.

### **AC/Heater:**

**Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.**

**Revised by Debra Heinsohn, April 2017**