

APYC

Steak Night Procedures

The suggested Menu:

Ribeye Steak

Twice Baked Potato Casserole (recipe available from Social Chair) or Baked Potatoes and Condiments

Garden Salad & Dressing

Additional Side (optional)

Desserts

Cost \$20 a person

Hosts:

- Several members (at least four) should host an individual Steak Night. One member should be listed as the lead host.

Theme:

- Hosts may select a theme that is unique to the time of the year or a state or national celebration. The event can also just be called "Steak Night" Hosts will plan and prepare the food and may decorate the club.
- Activities are encouraged along with a raffle or other fund raising ideas such as a half/half.
- Table cloths and Decorations are encouraged. Table cloths available in Club Pantry/Store Room.

Invitation:

- The invitation will be created by the lead host with the help of the Social Chair.
- Invitations will be mailed to members by the Social Chair.

RSVPs:

- The lead host's email address will be listed on the invitation for RSVPs. Any RSVPs sent to the APYC email will be sent the lead host by the social chair.
- The RSVP list will be kept by the lead host.
- The Social Chair will send the lead host a list of all club members to track RSVPs.

Tables:

- Tables should be already set. More tables are available in the store room by the TV. Check to make sure tables are clean.
- Serving tables can be set-up outside by grill or inside.

AC/Heater:

- Turn up or down thermostat as needed. Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.

Plates and Utensils:

- China plates are recommend for Steak Night. They are located in the lower cabinets at the far end of the kitchen.
- Put silverware on tables or on serving table. Steak knives are available.

Bar:

- Bar is kept stocked. Liquor is left out on bar.
- Wine is in refrigerator. Put out white and red wines. Keep wine chilled using red bucket or large galvanize bucket for larger groups. Fill bucket with ice. If you are not sure what guest will want to drink, wait to open wines until guests arrive.

- Fill little red ice chest with ice. Place on liquor bar for drinks.
- Put out large cups for drinks and small clear cups for wine. Additional cups are in lower bar cabinets. Extra cups in pantry.
- Mixers are located below the bar.
- Extra wine is in the upper cabinet at end of kitchen & Pinot Grigio is in the cabinet below liquor bar. Extra liquor is under cabinet of liquor bar & in the office.

Food:

- Food tables are already set-up. Use oven/stove to prepare/heat food as needed.
- Check the pantry and refrigerator for items (condiments) you need.
- **Option: Ribeye Steaks** - Order ribeye's from Sam's, PX, or HEB by the box and have them cut into ¾". Check for best price. Steaks are cooked as ordered by guests at check in.
Or Choice Ribeye's. Steaks averaged 10 oz. each. Season the meat about an hour prior to grilling with a light dusting of garlic salt and fine grind black Pepper.
- **Garden Salad** – Salad (6-8 servings per table) is placed in large bowls. Bowls are available in kitchen. One bowl per table. Suggestion: Add thin slices of red onion & grape tomatoes to each bowl. Add salad dressing. Suggested dressing is Oliver Garden Italian Dressing.
- **Additional side dish** may be prepared.
- **Desserts**

Cost:

The cost for Steak Night is \$20.00

Check-in:

- A check in table to collect money should be set up.
- Hosts will be sent the RSVPs received by the APYC email. RSVPs should be kept by the lead host and a copy printed to be used at check-in.
- At check-in all guests will be asked how they would like their steaks cooked. Choices are rare, medium rare, medium & well Record on RSVP list to be shared with the cooks.

Serving:

- Salad is placed on the tables and each person serves themselves. White plates, steaks, potatoes and additional side (optional) are placed on serving table.
- Cooks call out what type steaks (rare, medium rare, etc) are being placed on the serving table.

At the end of the event:

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.

Additional procedures are posted on kitchen counter by ice maker.

If you have any suggested changes/additions to this procedure, please contact Debra Heinsohn at 512-757-2659 or db05@txstate.edu. Thanks.

Revised by Debra Heinsohn

May 12, 2017