Primary Hospitality Committee Responsibilities

Sectional Tournaments
- By far the events that have the biggest Hospitality Chair effort
- Current Operating Behavior Limited Funds and Table Turnouts in the <35 tables
    1. Offer Coffee and Hot Tea along with Coolers of Water
    2. No grab and go snacks
    3. Lunch options: Arapahoe - all three days (to compress time)
        Summit - Sunday only
        Friday: Subway sandwiches; $8 coupon can be pre-purchased prior to game time
        Saturday: Papa John Pizza ; $7 coupon can be pre-purchased prior to game time
        Sunday: Subway sandwiches; $8 coupon can be pre-purchased prior to game time

- Once Turnout (with the commensurate Increased Funds) increases, then
    1. Will offer some early morning Grab-n-Go items to the attendees
    2. And/or offer mid-afternoon Gourmet cookie (in white bags)

- When Turnout gets back to the pre-Pandemic levels, then
    1. Possibly hire a Kitchen Lead to add items to the lunch options
    2. Develop this plan when we get back to the pre-pandemic levels

Sectional Tournament Lunch: Subway

Subway Point of Contact:

> **Curtis Zook**
> **Director Store Operations**
> **Subway of Cherry Creek, Inc.**
> **720-296-3300**

Contact Curtis Zook and identify the no of Sandwiches sold by Game Time
Curtis will coordinate orders for both the Summit Event Center and the Arapahoe Fairgrounds
Inform Curtis to adjust the order using the percentages noted in the table below
Exclude Vegetarian and take names for those lunches (add to total order)

Sandwich Orders

Total No of Box Lunches	141	
❍ Turkey	56	40%
❍ Italian Sub	49	35%
❍ Ham	36	25%
❍ Veggie	3	
❍ Totals	144	100%

> **Box Lunch without any Soda, priced at $7.19 + tax which rounds up to $8/Box Lunch**
> **Box Lunch = 6" Sub Sandwich , bag of chips, cookie, mustard/mayo packets & mint**

Ask Curtis to:
  - Ratio the above mix of sandwiches to the above percentages. No need to be precise.
  - Spilt sandwiches on Wheat & Parmesean bread
  - Sandwich items: lettuce, tomato, black olives, pickles, banana peppers
  - Curtis is good at ratio'ing the sandwich mix using the percentages above (keep it simple)
  - Please put the Veggie Box Lunches (behind the pickup table)

Plan on using your personal credit card to pay for the lunches
Tip the Arapahoe Subway person around $30-40 depending on the number of orders,
    I would suggest about 5% (Unit covers this cost, not in the Per Sandwich cost)
Offer to tip Curtis for the Summit Subway order (he usually declines)

Plan to submit reimbursement request with receipt and statement on tip amount to the Unit Treasurer

Sectional Tournament Lunch: Subway

Papa John Point of Contact

> **TBD**
>
> **20941 E Smoky Hill Rd Unit A, Aurora, CO 80015**
>
> **(720) 870-7474**

Talk to the above Point of Contact and discuss lunch ordering plans

Allow for 3 slices of Pizza per Person with no other items
Request Parmesean and Red Pepper packets (if no charge)
Order 14" Pizza's cut into 8 slices (this is a reasonable size for each slice)
Use the table below to size the order

Pizza Orders (14" Size, 8 slices per Pizza)

		#Slices		#Pies
Total No of People		432		54
○	**Pepperoni**	108	25%	14
○	**Meat Lovers**	65	15%	8
○	**Sausage**	65	15%	8
○	**Combo**	65	15%	8
○	**Cheese**	43	10%	5
○	**Veggie**	86	20%	11
○	**Totals**	432	100%	54

> **14" Pizza currently at $16.50 + tax; 3 Slices/person equates to Lunch without any soda**
> **Lunch would cost $6.68 (including tax) which rounds up to $7/Lunch.**

Plan on asking the Point of Contact to ratio the total order based on the %'s above

If you can have someone pick up the order and bring to Arapahoe Fairgrounds then you would
avoid any Delivery Charge. Pizza Delivery charges are now added to the bill which would
probably add $1 (or more) to the individual lunch cost.
Will update this page once I talk to the Papa John near Arapahoe Fairgrounds

Plan on using your personal credit card to pay for the lunches
Will need to also include a tip to the driver and would suggest about 5% of the order.

Plan to submit reimbursement request with receipt and statement on tip amount to the Unit Treasurer

Sectional Tournament Lunch Purchase/Checkin

TBD