

Brunch

(EVERY DAY EXCEPT THURSDAY)

	Name	Phone Number
Primary Contact	Gem Mekasha	6478558337
Secondary Contact	Ali Elbadrawy	4376629759

Event Run Sheet

TIME	TASK	RESPONSIBILITIES
9:15AM	Pick Up	• Please head over to check-in location (to be texted onto the Discord each day) and find the OCs. They will inform you of the location and how many wagons to take to pick up the food. Follow instructions and pick up food. • On the way back, call Gem when you're 5 minutes away from New.
9:30-9:45	Set Up	• Set up on tables set for Brunch (Labelled Brunch) in the quad. Keep similar flavours together and keep gluten free items, diet items, or specialty items off to one side to limit cross contamination.
10:00AM	Hand Out	• As the NewCs line up and start doing their group time, wait until each group comes up to you, and hand out food. Each NewC gets one serving, and can only come back for seconds once everyone has all the food they need. • If you notice a NewC you remember serving lining up again before seconds are allowed, gently remind them that they should wait for everyone to get their food first.
10:50AM	Clean-Up	• Keep the food out of the elements as soon as possible. Once every NewC has gotten their meal and moved onto their group time, please take all leftovers to the fridge in 2007D. Place the leftovers in the fridge in an orderly fashion. • Once the fridge is full, bring the remaining items to fishbowl to be reassigned to other fridges.

Weather Plan

If there is heavy rain:

- Please travel back with food using a Ride share service such as Uber. We will reimburse you for this cost.
 - o A note: Sometimes ride share drivers will refuse to accommodate large packages, if this happens to you, please use Uber courier and assign one of the OCs as the receiver (send it to 40 Willcocks St and call us to let us know it's coming).
- Serving note:
 - o Food will be served in Wilson Lounge instead of the quad.