

Chilimania Guide

DECEMBER

- email church office to get Chilimania in bulletins and newsletter in January
- Verify with Ron Mobley, Facility Manager, that Lehman Hall and Kitchen are reserved for Saturday prep at 1:00 p.m. and for Sunday. Also verify that they have a copy of the set up instructions and that tables will be set up by 1:00 p.m. on Saturday.

JANUARY

- Circulate sign up sheets for ticket sales and chili/cornbread/cookie making at the January deacon meeting. Hand out instructions about what to bring/ wear for Chilimania.
- Email Michal Baker, Financial Administrator, (mbaker@knoxpres.org) to get cash box for selling tickets.
- Obtain \$50 in \$5 and \$1 bills from the deacon treasurer for ticket sales change. Get change replenished for Chilimania Sunday. Appoint someone to be in charge of the cash box.
- Email pastors to include Chilimania ticket sales in announcements.
- Call Wayne Barcheski (630-369-0934) to ask him to set up the electrical for chilimania.
- Call Tom Sieczynski (630-357-8380) to ask him to run the dishwasher. He enjoys doing this. Make sure to have volunteers to dry and put away dishes.
- Send email reminders to those doing ticket sales.
- Complete shopping the week of Chilimania.
- Send email reminder to deacons about what to bring.
- Obtain extra crock pots for cooking hot dogs.

SATURDAY PREP

- Bins of supplies are located in cupboards #5 and #6, Middle School Room, keys available from the Deacon Moderator or Facility Manager.
- Drape tablecloths as shown on set up map.
- Place centerpieces. Hang wall decorations.
- Place red buckets full of soup spoons on chili serving tables.
- Stack bowls on chili serving tables.
- Put napkins and plates on condiment table.
- Make pitchers of lemonade and put in refrigerator.
- Make "gluten free" labels for cornbread, cookies, soups.

SUNDAY PREP

- Parish in charge should arrive by 8:30 a.m.
- Start hot dogs. Cook the hot dogs in a crock pot, the crock pot will also keep them warm, no need to wrap. Stand hot dogs on end in crock pot. Do not add water. Cook on high for 2 hours (start first thing on Sunday morning). Keep warm on low setting.
- Put someone in charge of selling tickets.
- Put out chips, cornbread, cookies, onions, cheese, sour cream.
- Put out pitchers of water and lemonade.
- Put red trays on cart by door.
- Get a group of deacons to parade into the sanctuary during church life announcements (both services).

SUNDAY CLEAN UP

- All cash and checks should be turned in to deacon treasurer. Reimbursable expenses should be submitted to treasurer with original receipt and a cash disbursement form.
- Update food and paper product quantities for next year's planning.
- Pack all extra supplies in bins and leave the bins in the Middle School room, cupboards #5 and #6.

Chilimania Bins

There are 4 clear bins and one green bin of chilimania supplies. These are stored in the Middle School room.

In the bins you will find:

Centerpieces

Cactus wall hangings

Packing tape

Extra soup spoons

Tablecloths

Crayons and coloring pages

Bells

A few extra bowls for chili

Chilimania Sign Up

Name	Chili or Soup	Corn Bread	Cookies

Chilimania Ticket Sales

Sunday, January 15 9:45-10:30 1. _____

Email _____

2. _____

Email _____

Sunday, January 15 11:30-12:00 1. _____

Email _____

2. _____

Email _____

Sunday, January 22 9:45-10:30 1. _____

Email _____

2. _____

Email _____

Sunday, January 22 11:30-12:00 1. _____

Email _____

2. _____

Email _____

Chilimania Tickets

(Adults \$5.00; Children \$3.00; Family \$15.00)

Family Name	# adults	# kids	Amt. Paid

Chilimania

Sunday, January 29, 2017

Bring:

- Double batch of chili, soup, or stew
- Cookies (optional)
- Crock Pot (nothing over 500 watts)
- Ladle
- Tip Jar
- Bell or noise maker to ring (optional)
- Make a card folded into a tent naming your item, note if mild or spicy
- Label your belongings

Arrive by 9:30. Chili and soups need to be hot and ready to go!

Wear jeans and a white or plaid shirt. Bandanas and aprons are provided.

Chilimania Shopping Guide

GFS:

1500 4 oz. bowls for chili (get more than 1500 so we don't chance running out)

250 soup spoons (we probably have enough left for 2017)

350 plastic cups for water

1 box food service gloves

2 packs 12" doilies

1 large pack Chinette dinner plates

2 rectangular yellow tablecloths (1 is left for 2017)

3 pack mustard/relish/ketchup plus one extra ketchup

200 Hot dogs

2 Tortilla chips - 3 pound bags

1 large sour cream

1 bag shredded cheddar - 5 pound

1 bag chopped frozen onions

15 rectangular red check tablecloths, we have 12. Purchase a white or checked roll if possible.

15 round yellow tablecloths

Recommendation - have people sign-up to bake cornbread at home. The mix did not work well and unduly increased Saturday set up time.

Sam's Club:

200 hot dog buns

7 bags Frito corn chips

3 Giant cans Countrytime lemonade - powdered

Aldi: 2 boxes gluten free cornbread mix.

ChilliMania Electric Safety Rules:

32 crock pots - lots of electricity and heat in the power lines, so please:

- Crock Pots only. (350 watts max).
- **No Roasters** in this room. They will overheat the circuits, trip the circuit breakers and all the other chilli pots on the circuit will lose power. If you brought one, please take it to the kitchen.
- Do not plug anything into the wall outlets. (Every circuit in the room is already has 4-5 other crock pots using it.) If you need another outlet, please use one of the power strips under tables.
- Questions or loss of electricity: Please call Wayne 630-877-3161.

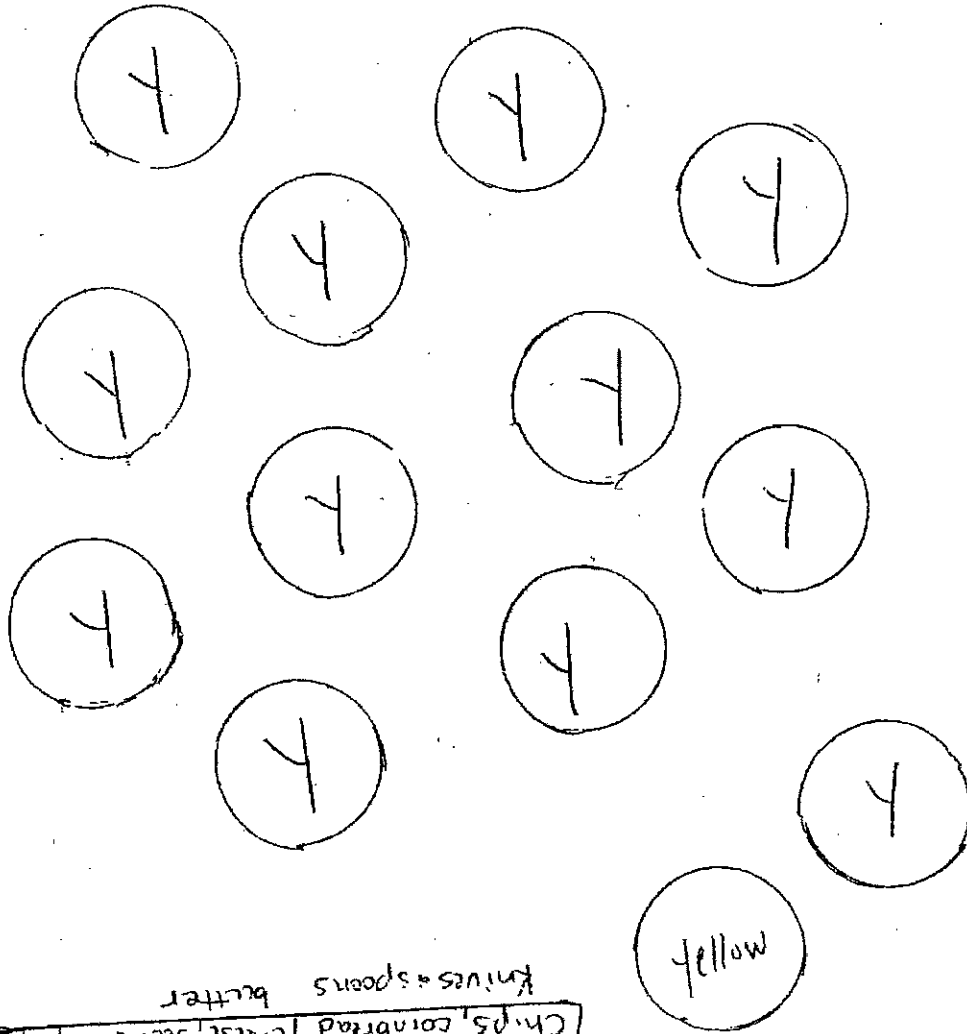
Kids tables with crayons

yellow

yellow tablecloths

STAGE

Red + white tablecloths	R+W	R+W	R+W
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Red + white	R+W	R+W	R+W
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DESSEK 7

DRINKS	Fritos, plates	Knives + spoons
	Hot Dogs, onions	butter
	Chips, cornbread	
	Cheese, sour cream	

Red x
tablecloths

DOORS

Table

Red + white

MUSIC ROOM

Sign with XTRA

Sign

Exhibit A

Kids tables with crayons

yellow

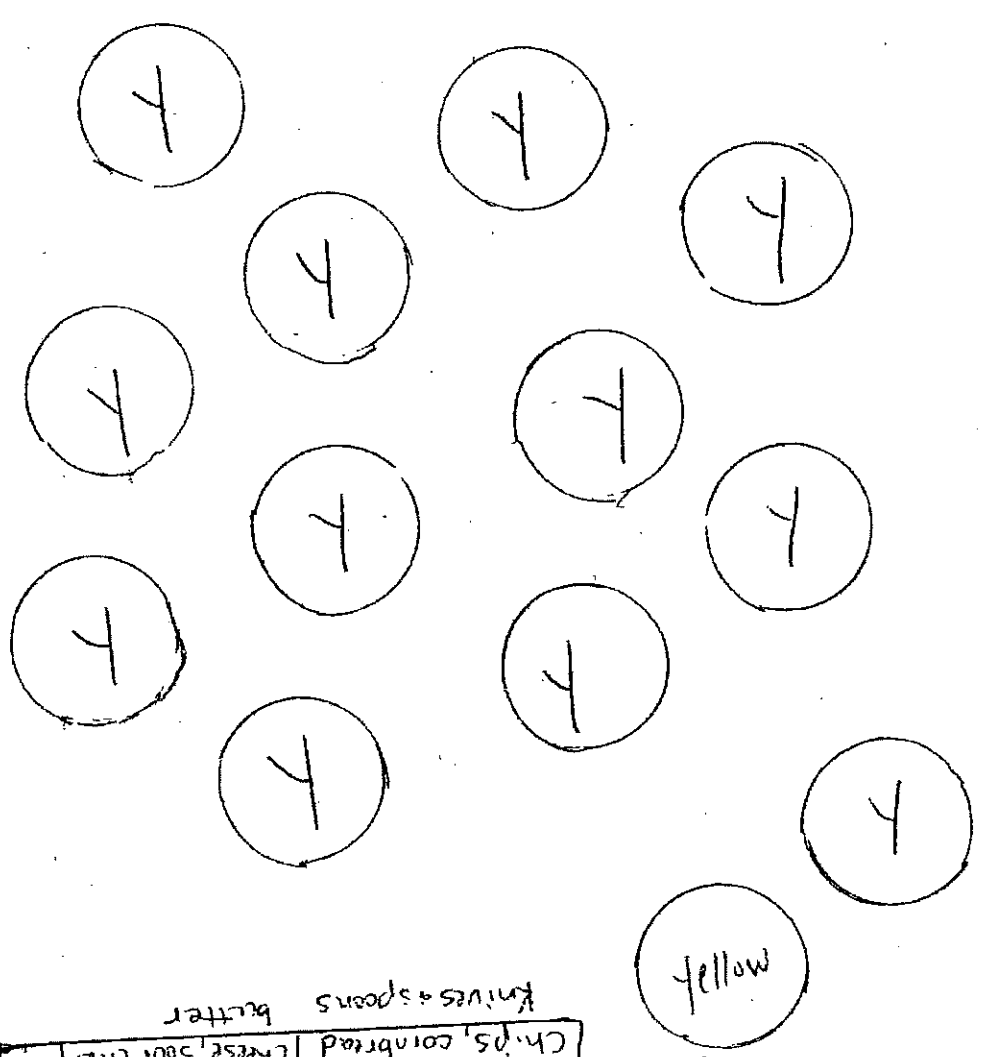
yellow table cloths

STAGE

DESSERTS

Red + white tablecloths	R+W	R+W	R+W
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DRINKS	Hot Dogs, onions	Fritos, plates	Knives & spoons
	Cheese, sour cream	Chips, cornbread	butter



Red + white	R+W	R+W	R+W
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Red + white

MUSIC ROOM

DOORS

1 Table

sign with crayons

sign

table cloths
check at
Red +