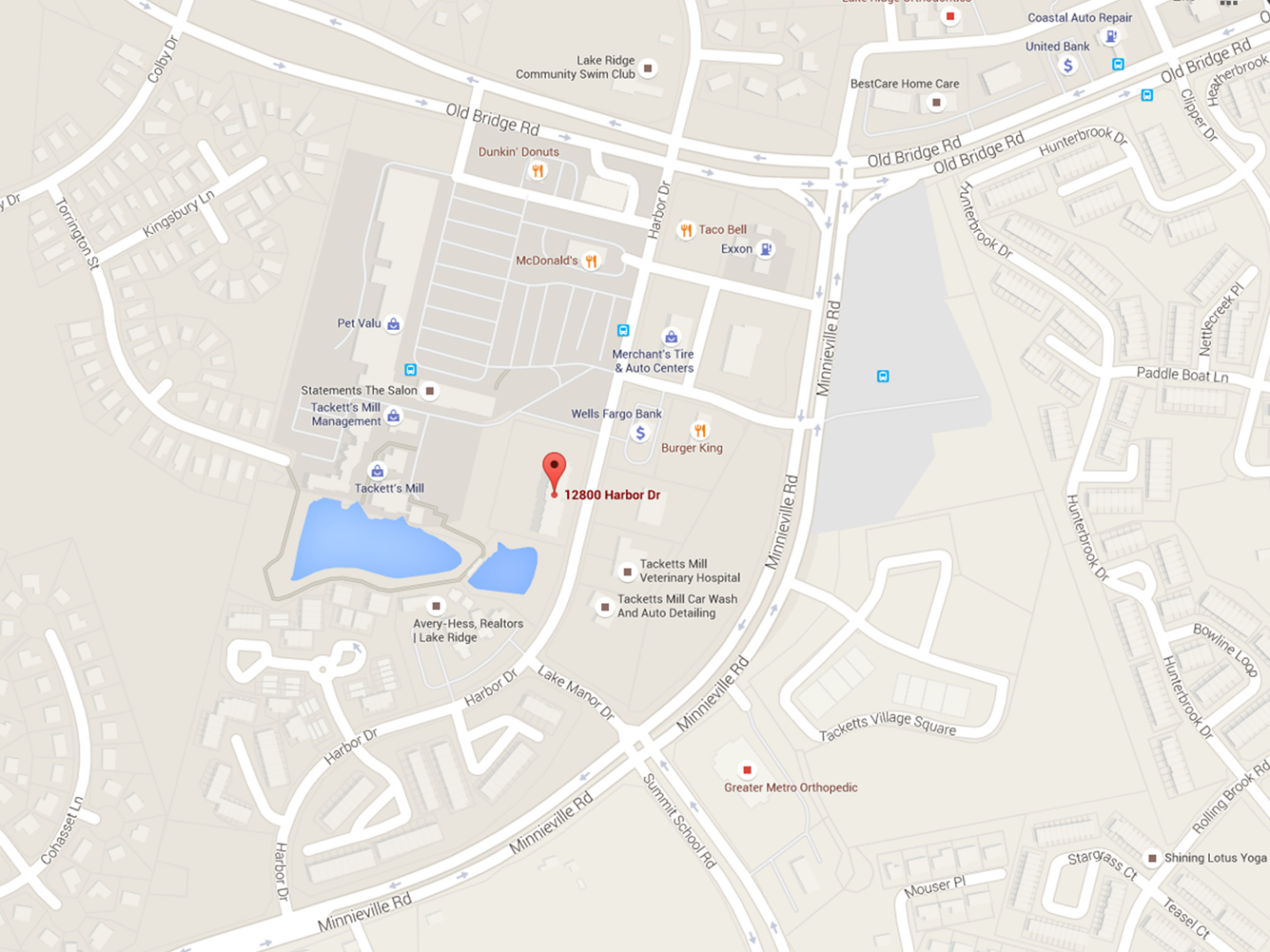
**Lake Ridge Fellowship House**

**Cookout Procedures**

**Background:** Lake Ridge Fellowship House is a government-assisted apartment community designed for individuals with limited income who are independent, over 62, or who are disabled. The Fellowship House opened in 1983 and has 99 one-bedroom apartments, a social hall and other common areas. The Rotary Club of Lake Ridge sponsors semi-annual cookouts. These cookouts take place in April/May and September/October, and are made possible through the generous support of Lake Ridge Rotarians.

**Fellowship House POC:** Susan Hoffler, 703-494-4455, [shuffler@fellowshipsquare.org](mailto:shuffler@fellowshipsquare.org)

**Lake Ridge Fellowship House:** 12800 Harbor Drive (Tackett’s Mill), Woodbridge, VA 22192



**Schedule**

|  |  |
| --- | --- |
| 11:00 | Set-up |
| 11:15 | Light charcoal |
| 11:30 | Begin grilling |
| 12:00 | Picnic begins |
| 1:30 | Clean-up |

**Personnel Requirements**

|  |  |
| --- | --- |
| Set-up |  |
|  |
|  |
|  |
| Grill Masters |  |
|  |
|  |
|  |
| Entertainment |  |
|  |
|  |
|  |
| Clean-up |  |
|  |
|  |
|  |

**Required Supplies**

|  |  |
| --- | --- |
| **Item** | **POCs** |
| Large coolers for ice (4) |  |
| Grill tongs, spatulas, and forks |  |
| Extension cords (as needed for crock pots) |  |
| Insulated aprons (grill master discretion) |  |

**Shopping List**

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Est Cost** |
| Hamburgers | 80 (1 per person) | $47.54 |
| Hot dogs | 80 (1 per person) | $19.98 |
| Hamburger buns | 80 (1 per person) | $12.90 |
| Hot dog buns | 80 (1 per person) | $11.90 |
| Aluminum pans | 4 |  |
|  |  |  |
| Iceberg lettuce | 2 heads (separated) |  |
| Tomatoes | 6 large (sliced) |  |
| Onions | 2 large (sliced) |  |
| Cheese (American slices) | 72 slices | $7.49 |
| Pickles | 1 jar | $4.78 |
|  |  |  |
| Potato salad | 15 lbs | $16.44 |
| Cole slaw | 4 lbs |  |
| Baked beans | 12 lbs |  |
| Chips | 60-70 individual bags | $17.96 |
|  |  |  |
| Watermelon | 1 (cubed/balls) |  |
| Cantaloupes | 2 (cubed/balls) |  |
| Honey dew | 1 (cubed/balls) |  |
| Strawberries | 1 large container (halved) |  |
|  |  |  |
| Soda | 8 bottles | $15.84 |
| Sweet tea | 3 bottles |  |
| Water | 1 pack (fall)/2 packs (spring) | $2.98 |
| Ice | 2 bags (fall)/3 bags (spring) |  |
|  |  |  |
| Cookies | 1 large tray (70 min) | $21.70 |
| Marshmallows | 1 large bag |  |
|  |  |  |
| Paper plates | 80 |  |
| Napkins | 80 |  |
| Utensils | 80 |  |
| Cups | 80 |  |
| Trash bags (large) | 1 small box |  |
|  |  |  |
| Charcoal | 1 large bag (check FH first) |  |
| Lighter fluid | 1 small container (check FH first) |  |
|  |  |  |
| Condiment containers | 150-175 |  |
| Leftover containers | 20-30 |  |
| Foil | 1 roll |  |

Notes:

* Put utensils in napkins on the tables - keeps line moving.
* Buy additional “soda type” cups for serving fruit. Portion control and keeping the line moving
* Tried condiments/containers in clusters on the tables. Either we do that 100% or the serving line 100%. I believe we wasted some ketchup/mustard/mayo
* Reserve spaces at tables for Scooters and Wheel Chairs? Might be socially unacceptable, but there is always a bit of a struggle with them moving around and getting a place at a table.
* Consider a different table arrangement that might be more efficient for adequate spacing and traffic flow.
* There is typically left over Ketchup/Mustard/Mayo from each BBQ that isn’t used by the residents. Check with them prior to event to see what remains before buying new. Likewise for charcoal and charcoal lighter fluid.