

## MEMORANDUM

**TO:** ACF GKCCA Member  
**FROM:** Culinary Benefit Committee  
**RE:** 41st Annual ACF GKCCA Culinary Benefit  
March 4, 2018  
Johnson County Community College Hospitality and Culinary Academy  
**CC:** Jim Tinkham, CEC, Mark Berg CC, Jerry Marcellus CCE

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We hope that you will consider participating in this year's event. This is the only fundraiser that our chapter conducts and our financial stability is dependent on this one event. Please look over the following information that has been provided to assist you in your anticipated preparation for this event. **This year's event will take place at Johnson County Community college WHCA building:**

**Please provide 300 pieces of food. (We will update you if this anticipated number increases significantly)**

You should plan to **supply your own serving utensils, platters, chafers, heat lamps and centerpieces.**

Napkins with your logo are permitted but not required.

The staff working in your booth **must wear black chef's pants and white chef's coats and chef toque (no baseball caps.)** Chef coats and jeans are acceptable for set up.

When your team arrives at the back dock to unload, volunteer assistants will direct them. Other apprentice volunteers will be present to expedite unloading. **Please plan to move your vehicle to a designated parking area immediately after it is unloaded.**

Booth setup will begin at noon.

Food stations should be ready at 5:45 p.m. Doors open at 6:00 p.m.

**If your station requires an extension cord, please bring one.**

JCCC will provide the following:

Front table and draping (6 feet by 3 feet.)

Back table (6 feet by 18 inches)

All disposable plates, bamboo boats etc...

Printed signs with your company name.

KITCHENS – Ovens, steamer, walk in cooler, freezer, speed racks, sheet pans and hot boxes in limited supply. Only last minute reheating will be available on site, so please plan to be as self-contained as possible.

**Thank you in advance for your participation! Let's have another great event!**

**ANNUAL BANQUET FUNDRAISER BOOTH INFORMATION SHEET**

Please return completed form to [jmarcellus@jccc.edu](mailto:jmarcellus@jccc.edu) or 913-469-2578 Fax

**NAME OF ESTABLISHMENT** \_\_\_\_\_

The GKCCA will provide 6 foot tables for the front display and schoolroom tables behind the set up for workspace. Please bring a small fire extinguisher to have at your workstation and provide your own extension cord if you require electricity.

Please list equipment you will bring and power required so that we can prepare for your arrival.

<b>Equipment</b>	<b>Required Amps</b>	<b>Voltage Required (12V, 208 Single Phase, 208-3 Phase)</b>

**BRIEF DESCRIPTION OF MENU** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Your menu may determine where you are placed in the banquet hall. Dessert stations may be placed in the center of the room.**

If unsure of menu please indicate:    Sweet            Savory

Menu printing and advertisement are not provided. Please bring any literature you would like displayed.

Name of the Chef or Apprentice in charge of your booth the night of the event:

\_\_\_\_\_

Chef member to contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

Please note that only your Apprentices and employees can work in your booth unless given prior permission by Chef Jerry Marcellus. If you require additional Apprentice help the night of the event please contact Chef Marcellus for an Apprentice assignment at 913-469-8500 ext. 3611.