

MEMORANDUM

TO: ACF GKCCA Members and Supporters

FROM: Greater Kansas City Chefs Association Benefit Committee

**RE: 35th Annual ACF GKCCA Culinary Benefit
October 10, 2010
The Muehlebach Hotel – Imperial Room**

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:

Please provide 500 pieces of food. (We will update you if this anticipated number increases significantly)

You should plan to **supply your own utensils, platters, chafers, heat lamps and centerpieces**. Sterno restrictions, if any, will be announced.

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.

The Muehlebach Tower and JCCC will provide the following:

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

Back table (6 feet by 18 inches)

7'' Salad Plates

Rolled silverware on each guest table.

Printed signs with your company name.

One electrical outlet per booth (110 watts)

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! Emergencies that arise the day of the event should be directed to Jerry Marcellus 816-217-8960 (cell). **Let's have another great event!**

ANNUAL BANQUET FUNDRAISER BOOTH INFORMATION SHEET – Oct. 10th, 2010

Please return completed form to Jerry Marcellus, JCCC. **Fax 913-469-2560 by September 28th, 2010**

NAME OF ESTABLISHMENT _____

The GKCCA will provide 6 foot tables for the front display and school room tables behind the set up for workspace. All tables will have white table cloths and skirting. 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.

| Equipment | Required Amps | Voltage Required (12V, 208 Single Phase, 208-3 Phase) |
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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.

Number of tickets your company would like to purchase @ \$50 each: _____

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 can work in your booth unless given prior permission by Chef Felix Sturmer. If you require staff the night of the event please contact Chef Sturmer for an Apprentice assignment at 913-469-8500 ext. 3938.