



HOSPITALITY GUIDANCE

Morning team: 7:00 am to 12:30 pm

Afternoon team: 12:00 pm to 5:00 pm

RBCC Hospitality Co-Chairs **Julia Marchenko 484 645 2087** & **Monica Bolen 484 995 4752**

BEFORE THE RACE DAY

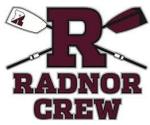
Coordinators

- RBCC & RGCC leads should exchange cell phone numbers to be connected throughout their race week.
- Create a group chat (most reliable is WhatsApp) with 1/ the set-up team and the morning tow person and 2/ a separate group chat with the clean-up team (afternoon) and the tow people.
- Position yourself as a point of contact for the Hospitality Committee Members & the volunteers for your race week.
- Create a volunteer sign-up via [Sign-Up Genius](#) for food donations and tasks.
- Work with the Hospitality Chairs to decide what food to get for the upcoming race. You are welcome to stick with standard foods or add new items.
- Inform volunteers that non-perishable food & beverages can be delivered to the chuckwagon the evening before the race and placed in the coolers or, directly brought to the tent by 8:30 am on the day of the race.

ON THE RACE DAY – MORNING TEAM

Coordinators & Volunteers

- Consider carpooling with the morning tow person to help with parking the chuckwagon at the river.
- To open the trailer door: 0102. You will need to push the lock & pull it open.
- Begin unloading starting with the 2 tents and the toolbox - **do not remove the grilling food coolers from the trailer yet.**
- Unlock the RBCC/RBGC port-a-potty. The key is in the chuckwagon. Code to enter the port-a-potty 0102
- Set-up team to place the first (larger) tent in assigned location (water side)
- Our lot is on a hill, so the tents' front legs (water side) need to be taller.
- Ensure that the tents sides do not touch the ground as the zippers will get damaged if stepped on.
- Use the stakes in the toolbox to tightly secure the tents to the ground.
- Put up the second smaller tent (road side) (stored in the army green bag located on the shelves). This tent will cover the grilling and hot foods area.
- Bring out the stove and place behind the small tent near the pathway. Attach one propane tank to the stove. Return the stove storage bag to trailer for the cleanup team.
- Start boiling water in a large stock pot on the stove to fill large thermos for hot chocolate, coffee etc.
- Spread straw on the ground under the tents if it's muddy or wet.
- Set up tables, spread tablecloths on them.
- Take supplies (disposable dinnerware, condiments, non-perishable snacks etc.) from rolling shelves and display on the tables.
- Prepare the grill.



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- Assemble the chafers stands (usually 3 chafers) for the hot foods. An instruction booklet is stored with chafers.
- Set up 5-gallon water jugs with pump and display.
- Set up the pop-up containers for trash. Line the containers with black plastic trash bags and clip bags onto cans so they don't fall; put one near the grill and the other two under the tents.
- Take the fresh foods and drinks out of the coolers in the trailer and set up on the tables near grilling area
- Set up foods on the tables but make sure to reserve some for the later rowers in the afternoon.
Review the posted race times to estimate how much food to set out for the morning racers. It is important to monitor the F&B quantities throughout the day to ensure the athletes who row late afternoon have food and drinks.
- Get the race times from RegattaCentral and post them on the dry erase white board.
- Before leaving at 12:30pm, update the afternoon coordinator(s)/team.

ON THE RACE DAY – AFTERNOON TEAM

- Arrive at the river by 12:00 pm.
- Get update from the morning coordinator/team.
- Monitor food & beverages availability under the tent.
- Start the clean-up no later than 5:15pm.
- Give away perishable foods. ***No perishable food to be left on the trailer.***
- Put staples and non-perishables away in their labeled containers on the storage carts/shelves in the chuckwagon.
- Clean chafing pans with disinfectant wipes and place in felt storage bags in the trailer.
- Clean coolers with disinfectant wipes & dry with paper towels; place coolers on shelves in trailer and secure with bungee cords.
- Wipe, sanitize and fold tables. Stack them in designated area on trailer and tie with bungee cords.
- Dirty items (dishes, tablecloths, cooking utensils etc.) should be placed in the reusable shopping bags and left in a visible area for the Hospitality coordinator or a team member to take home to clean. **Cleaned items should be back in the chuckwagon by Tuesday** of the following week, ready to be used for the weekend's regatta.
- Return the tent sides in their labeled bin.
- Disassemble the stove & grill and return in their carrying case and place in the trailer next to the tents.
- **The propane tank should be given to the PM Trailer Tower for transport in the towing car. Propane cannot travel or be stored in the chuckwagon.**
- Walk through the trailer to ensure all items are properly stowed & securely fastened.
- Close & lock both the rear ramp & side door.
- The combination for the trailer door locks is 0102. You will need to push the lock & then pull it open.
- Lock the port-a-potty. Return the key on the hook in the trailer.
- Complete a final walk-through of the site to make sure all rubbish is bagged; all equipment is returned to the chuckwagon and locked up.
- Tow person returns the chuckwagon to its parking location (Memorial Field parking lot, corner of Matsonford Rd and King of Prussia Rd.).

RBCC Grilling 101



- Arrive at the Radnor Crew Tent by 10:30 am
- The set-up team will have put the grill out. You gather the grill utensils, cooking spray, foil pans and sheets for wrapping.
- Light the grill no later than 10:45 am
- Get the food (cheese, eggs, bacon, buns etc.) from the white cooler in the trailer if it's not already by the tent when you arrive.
- Look at the white board with posted race times, in the tent, to evaluate when you cook. Food should be ready approximately 1 hour after each race.
- Cook approx. 2 burgers per boy and 1 per girl. Include coaches.
- Someone should help you to wrap the burgers/buns in foil to keep them warm, as you cook them