

PAT-E FAAN CLUB
Christmas Party
Dec. 18, 2011

CHRISTMAST PARTY ITEMS NEEDED		SUNDAY DEC. 18, 2011		
ITEM DESCRIPTION	QUANTITY NEEDED	STOCK ON HAND	SUPPLIES NEEDED	NAME
Cookies	2 doz. Per family	0	2 doz. Per family	All Families
Centerpieces	10+	0	10+	Families Bring "White Elephants"
Sugar Free Cookies	4 doz.	0	4 doz.	Voncile Dahlgren
Cupcakes & Thickener	Determined by staff		Det. By Staff	PAT-E Staff
Red plastic tables cloths	10	10	0	PAT-E Locker
Crystal Light	10 Gallons	10 Gallons	0	None needed
Pinatas (soft candy)	3	0	3	Carters (1) Deans (2)
Container for mixing Crystal Light	1	1	0	PAT-E Locker
Bat for Pinatas	1	2	0	PAT-E Locker
Name Tags FAAN Club Members	100 Name Tags	0	20	PAT-E Staff
Music Program	1	0	1	Kris Brott
Rope for Pinata Set-Up	1	1	0	PAT-E Locker
Cream/Sugar	50 Packages		50 Packages	Rainier Kitchen - Nancy will order
Coffee (hot water & Packets)	2 boxes (Decaf, Reg.)	0	2 boxes (Decaf, Reg.)	Rainier Kitchen - Nancy will order
Hot Chocolate	1 box	0	1 box	Rainier Kitchen - Nancy will order
Tea Packets	1 Box	0	1 box	Rainier Kitchen - Nancy will order
cups (coffee & Juice)	200		0	Rainier Kitchen - Nancy will order
Hot Water	2 Containers		2 Containers	Rainier Kitchen - Nancy will order
Large spoon for punch mixing	1	0	1	PAT-E Home Economics Room
Latex Gloves	100	100	0	PAT-E Locker
Napkins	200	1400	200	PAT-E Locker
Soft Candy (Hershey Holidays Kiss)	400	0	400	Steve Hansen
Ladder for Pinata Set-Up	1	1	0	Rainier Maintenance Dept.
Unlock Canteen and Home Ec. Rm	10:00 AM	10:00AM	10:00AM	Rainier Housekeeping
Santa Claus Suit	1	1	0	Deans
Set-Up Tables Canteen	See Chart	See Chart		Rainier Housekeeping
Name Tags Residents	1 Box	0	1 box	PAT-E Staff (Red Dots Only)
Ice from PAT-E Home Econ	1 Bucket	Ice Machine	1 Bucket	PAT-E Home Economics Room
Cookie Trays	From Canteen	From Canteen	From Canteen	PAT-E Home Economics Room, Carter
Volunteers to push wheelchairs	Meet @ Noon (10)	Meet @ Noon (10)	Meet @ Noon (10)	PAT-E Families
Volunteers for set up	Meet @ 11:30AM	Meet @ 11:30AM	Meet @ 11:30AM	PAT-E Families
Santa's Helpers	Check with Tom Dean			

	Time Line for Set-Up
10:00AM	Unlock Canteen - Decorators begin early
11:30:00 AM - 12:30 PM	Party Set-Up
12:00 Noon	Wheel Chair Volunteers Check-in (mostly for residents of Tyee, Orcas, & Hyak)
12:30PM - 1:00PM	Residents Arrive - Karaoke Begins
1:00PM	Santa Arrives
1:15PM - 1:30PM	Pictures with Santa
1:30PM	Pinatas
2:00PM	Residents return to houses and clean-up begins