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HART Magnet Welcome Back Luncheon Checklist

- PTO Officers will decide on a date with the Administration (typically the Mon/Tues of the week school starts)
- Get 2-3 volunteers to help out
- Once date is set, order food from Costco
 - **Pre-order** - 3 trays of the wrap roll deli meats
 - **Pre-order** - 4 trays of the crescent bread sandwiches
 - 9 bagged salads for vegetarians & sides (variety)
 - Cake, cheesecake or pastries
 - 2 Veggie platters
 - 2 Fruit platters
 - 2 packs of 3 guac dip
 - 1 large salsa
 - 3 bags of tostito scoops
- 1 large container of Strawberries
- Drinks: soda (diet & regular), seltzer, 1 case of small water bottles
- Napkins, plates, utensils, cups, Ice
- Set up tables in Media Center, buffet style
- Clean up
- Give all receipts to Treasurer for reimbursement