

RAT Hospitality Inventory Checklist and Planning Worksheet

Trial: _____
of Rings: _____
Date: _____
Prepared by: _____
phone: _____
email: _____
Amount Spent on Food: _____
Amount Spent on Lunch: _____



The completed inventory is to be filed in the RAT archives maintained by the club secretary. Please complete and mail or send an electronic copy to the club secretary immediately after the trial.

NOTES TO NEXT HOSPITALITY CREW:

1. Equipment Inventory: Complete at END of Trial		Checklist For NEXT Trial Crew
Item	Storage Location	
100 cup coffee percolator		
30 cup coffee maker (complete)		
30 cup coffee maker. (missing piece)		
hot/cold pot		
hot/cold pot		
measuring cups for coffee		
donation can		
25 ft. heavy duty power cord		
25 ft. heavy duty power cord		
25 ft. heavy duty power cord		
Cutting boards		
Knives for fruit & bread		
dish towels		
sponge or dish cloth		
table cloths (3)		
plastic bowls		
plastic plates		
DOLLY	RAT does not own	

4. Perishable Food: Complete this section as a guide for the next hospitality crew.

	Item	Amount Purchased Sat/Sun	Amount Used
Fresh Fruit	apples		
	bananas		
	oranges		
Beverages	juice		
	coffee (percolator grind)		
	milk		
	ice		
Snack Food	cereal bars		
	cookies		
	muffins		
	dessert breads		
	danish		
	Red Vines		
	chocolate		
Other			

5. Lunch: Complete this section as a guide for the next hospitality crew.

	Item	Amount Purchased	Recommended Amount
Saturday			
Saturday			