

# 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:

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<b>1. Equipment Inventory: Complete at END of Trial</b>		<b>Checklist For NEXT Trial Crew</b>
<b>Item</b>	<b>Storage Location</b>	
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	

<b>2. Supplies: Complete at END of Trial</b>			<b>Checklist For NEXT Trial Crew</b>
<b>Item</b>	<b>Storage Location</b>	<b>Amount on hand</b>	
Paper towels			
napkins			
ziploc bags - various sizes			
small paper plates			
paper/styrofoam cups			
stir sticks			
plastic spoons			
plastic forks			
Masking tape			
Sheet metal tape			

<b>3. Non-Perishable Food &amp; Beverages: Complete at END of Trial</b>			<b>Checklist For NEXT Trial Crew</b>
<b>Item</b>	<b>Stoage Location</b>	<b>Amount On Hand</b>	
sweet & low			
sugar			
coffee-mate			
tea			
instant cocoa			
instant spiced cider			
bottled water			

**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			

<b>5. Lunch: Complete this section as a guide for the next hospitality crew.</b>			
	Item	Amount Purchased	Recommended Amount
Saturday			
Saturday			