



VILLAGE OF GLENWOOD

Pioneer Days Community Breakfast

Council Planning & Discussion Document

1. Purpose

This document is provided to support Council discussion and to build a complete working plan for the Pioneer Days Community Breakfast. It sets out the estimated food and supplies needed to serve a crowd of **300 people**, the equipment and delivery arrangements for Saturday morning, a setup timeline, role assignments, and the decisions Council needs to confirm. Quantities are planning estimates — please review and adjust the portion sizes and headcount, then complete the ‘Assigned to’ and cost columns during discussion.

2. Event Snapshot

Event	Pioneer Days Community Breakfast — hosted by Village Council
Date / Day	Saturday, _____ (delivery & setup begin early a.m.)
Location	_____ Park, Village of Glenwood
Serving time	Begins approx. _____ a.m. (adjust to Pioneer Days program)
Planning attendance	300 people
Prepared for	Village of Glenwood Council — for discussion
Prepared by / date	_____

3. Food & Supply Requirements (to serve 300)

Item	Planning basis	Total for 300	Suggested purchase quantity	Assigned to	Est. \$
Breakfast sausages (links)	2 links / person	≈ 600 links			
Pancake mix (complete / just-add-water)	2 pancakes / person	≈ 600 pancakes			
Pancake syrup	≈ 1.5 fl oz / person	≈ 3.5 gal (13 L)			
Margarine	griddle grease + spreading	—			
Vegetable oil	grill seasoning + cooking	—			
Drink mix (powdered crystals)	≈ 2 cups (500 mL) / person	≈ 150 L prepared			
Disposable plates	1 + seconds / breakage	300 + buffer	≈ 400–450 plates		

* Drink-crystal yield varies by brand — confirm the “makes ___ litres” figure on the package and adjust the number of canisters accordingly. Remember to have enough potable water on hand for mixing drinks and pancake batter.

✓ **Already on hand — no purchase required:** Utensils (forks), cups, and napkins are confirmed available in sufficient quantity in Village inventory.

Before Saturday, please verify stock covers roughly: ~350–400 forks, ~450–500 cups, and ~600 napkins, and that these are transported to the park with the other supplies.

4. Equipment & Delivery Logistics (to the park, Saturday a.m.)

Grills and water coolers must be delivered and set up early Saturday morning. Fill in who is responsible for each item and check it off once confirmed.

Equipment / item	Details & quantity	Delivered by / source	Target time	✓
Propane grills / griddles	Enough cooktop for ≈ 1,000 pancakes + sausages — recommend 3–4 large griddles/grills		6:00 a.m.	☐
Propane / fuel	Full tanks + 1 spare per grill — CONFIRM before Saturday		with grills	☐
Water coolers (5-gal / 19 L)	6–8 coolers for drink mix (≈ 150 L served) plus refills; deliver clean		6:30 a.m.	☐
Potable water supply	For mixing drink crystals, pancake batter & handwashing		6:30 a.m.	☐
Serving / prep tables	Cook line, serving line, condiment table		6:00 a.m.	☐
Seating — tables & chairs	For ≈ 300 (turnover seating)		6:30 a.m.	☐
Canopy / tents	Shade + weather cover for cook & serve lines		6:00 a.m.	☐
Coolers + ice	Keep raw sausage & margarine cold (food safety)		6:00 a.m.	☐
Garbage / recycling bins + bags	Several stations around the park		6:30 a.m.	☐
Handwash / sanitizer station	Sanitizer, paper towel, gloves for cooks		6:30 a.m.	☐
Utensils, cups & napkins	Transport from Village inventory (on hand — no purchase)		6:30 a.m.	☐
First-aid kit + fire extinguisher	Positioned near the grills		6:00 a.m.	☐

5. Saturday Morning Setup Timeline

Suggested schedule — adjust start times to the Pioneer Days program and serving time.

6:00 a.m.	Delivery crew arrives — grills, tables, canopies, coolers unloaded and positioned.
6:15 a.m.	Grills lit / propane checked; griddles pre-heat and are seasoned with oil.
6:30 a.m.	Water coolers filled; drink crystals mixed; pancake batter mixed; raw sausage placed on ice at the cook line.
7:00 a.m.	Cook crew begins first batches; serving line and condiment table set.
7:30 a.m.	Serving opens (adjust to Pioneer Days program).
During	Restock food, refill coolers, empty garbage.
After	Teardown, clean/scrape grills, return borrowed equipment, haul garbage, final site check.

6. Roles & Assignments

Role	Name(s)	Notes
Overall coordinator		
Purchasing / shopping lead		Buys food & supplies per the list above
Equipment & delivery lead		Grills, propane, coolers, tables to the park
Cook crew lead + cooks		Griddles & grills
Serving crew		Plating, drinks, condiments
Setup / teardown crew		
Cleanup / garbage		
Food-safety point person		Temps, cold-holding, handwashing

7. Decisions Required from Council

- ☐ Confirm expected attendance (planning figure: 300).
- ☐ Confirm portion sizes (2 pancakes + 2 sausages per person) — quantities scale directly if changed.
- ☐ Confirm the menu — (currently pancakes, sausage, and drink).
- ☐ Approve the estimated budget (complete the 'Est. \$' column, then total below).
- ☐ Confirm the date, start/serving time, and park location.
- ☐ Assign leads for purchasing, delivery, cooking, serving, and cleanup.
- ☐ Confirm grills, propane, and water coolers are sourced and available for delivery.
- ☐ Confirm a weather / rain contingency (canopies, or a backup indoor location).

8. Estimated Budget

Total of 'Est. \$' column (food + supplies)	\$ __750.00__
Contingency / miscellaneous (≈ 10%)	\$ __65__
ESTIMATED TOTAL	\$ _____

Notes / next steps:

		VAN-DANS <i>Pioneer Days</i>	
MEATS, FATS & GROCERIES BOX 1666 GLENWOOD AB T0K 2R0 (403) 626-3212			
NAME Glenn's			
ADDRESS <i>Glenn's</i>			
PHONE <i>626-3212</i>			
TAXES GST P.S.T.		MONETARY PORTION AMOUNT PAID.	
1 Port Sausage 600 88.25 599.50			
1 Bag plates 657 3.00			
1 pk Cup 457 9.00			
1 pk Forks 457 6.88			
1 pk Knives 457 6.50			
1 pk plates 21.50			
Total 982.50			
RECEIVED BY <i>[Signature]</i>			
RECEIVED BY <i>[Signature]</i>			

12520

VENDU PAR SOLD BY	C.R. COD	PAYABLE À L'ORDRE DE	S.GRANT BY ACCOUNT	MONTANT REPORTÉ AMOUNT FWD.
<i>Bread fast.</i>				
<i>EAT paper towels</i>				<i>8 15</i>
<i>Eat Napkins</i>				<i>2 15</i>
<i>EAT plates</i>				<i>39 60</i>
<i>EAT Knives</i>				<i>6 80</i>
<i>EAT forks</i>				<i>9 40</i>
<i>EAT foil pans @ 3.00</i>				<i>12 00</i>
<i>EAT 12 Orange crates @ 7.50</i>				<i>71 40</i>
<i>EAT 4 cups @ 9.00</i>				<i>36 00</i>
<i>N.B.C.T 10 Amps @ 47 5"</i>				<i>47 50</i>
<i>N.E.S.T candle oil</i>				<i>8 35</i>
<i>N.C. 2 Blocks Ice</i>				<i>7 50</i>
<i>N.W.S.T Mary @ 18 75</i>				<i>18 75</i>
<i>TOTAL</i>				<i>9 75</i>
<i>35 Pans.</i>				<i>21 50</i>
<i>139 plates</i>				
<i>Hij pay -</i>				

DATE 07/28/2025 MON TIME 17:58

BASICS T1	\$8.15	✓
ITEM%-	-10.000%	
AMOUNT T1	-0.82	
BASICS T1	\$2.15	✓
ITEM%-	-10.000%	
AMOUNT T1	-0.22	
BASICS T1	\$6.80	
ITEM%-	-10.000%	
AMOUNT T1	-0.68	
BASICS T1	\$9.40	
ITEM%-	-10.000%	
AMOUNT T1	-0.94	
BASICS T1	\$12.00	
ITEM%-	-10.000%	
AMOUNT T1	-1.20	
SNACKS T1	\$71.40	
ITEM%-	-10.000%	
AMOUNT T1	-7.14	
BASICS T1	\$36.00	
ITEM%-	-10.000%	
AMOUNT T1	-3.60	
GROCERIES	\$47.50	✓
ITEM%-	-10.000%	
AMOUNT	-4.75	
GROCERIES	\$8.35	
ITEM%-	-10.000%	
AMOUNT	-0.84	
ICE	\$7.50	
ITEM%-	-10.000%	
AMOUNT	-0.75	
GROCERIES	\$18.75	
ITEM%-	-10.000%	
AMOUNT	-1.88	
GROCERIES	\$9.75	
ITEM%-	-10.000%	
AMOUNT	-0.98	
BASICS T1	\$21.50	
ITEM%-	-10.000%	
AMOUNT T1	-2.15	
EX	@88.25	
GROCERIES	\$529.50	
BASICS T1	\$9.00	
ITEM%-	-10.000%	
AMOUNT T1	-0.90	
BASICS T1	\$6.80	
ITEM%-	-10.000%	
AMOUNT T1	-0.68	
BASICS T1	\$6.80	
ITEM%-	-10.000%	
AMOUNT T1	-0.68	

BASICS T1	\$21.50
ITEM%-	-10.00%
AMOUNT T1	-2.15
SUBTOTAL	\$802.49
NET1 AMT	\$181.28
GST	\$9.08
TOTAL	\$802.50
CHARGE	\$802.50

403-626-3212
THANK YOU!