

FORT BRAGG FOOD BANK

IMPORTANT – PLEASE READ CAREFULLY:

INSTRUCTIONS FOR SOUPMAKERS

Please arrive (at Pentecost, aka Portuguese Hall – across from Rossi's) between 2:00 and 4:30 pm on Saturday October 27, depending on how much time you feel you need to set up. You **must** be completely set up with hot soup ready to serve **at 5 pm sharp**.

We recommend you have two people serving soup at your table to share the load (and so you can take turns tasting other soups).

You will need to bring:

- **2-3 gallons of soup or chili** (more if you like).
- An electric **crockerpot** to keep your soup/chili hot and to serve from.
 - If you don't have a three-gallon crockerpot, just bring the largest one you have and bring your extra soup/chili in a regular cooking pot. You'll be able to heat it up on the stove at the hall and add it to your serving crockerpot as needed.
 - We will also have a few propane burners available if you want to use them instead of a crockerpot. Please let us know in advance if this is the case, as the number of available burners is limited.
 - **We don't want to overload the electrical circuits at the hall**
 - Please don't bring a heating device that uses more electricity than a typical crockerpot (approx 200 watts).
 - We need to avoid having a whole bunch of crockerpots all on the high setting at the same time.
 - So it's a good idea to bring your soup/chili hot (or at least warm), safety considerations allowing, to reduce heating time once you arrive at the hall.
 - Or you can bring a regular cooking pot with you to heat up your soup on the big kitchen stove at the Hall – and then pour it into your crockerpot for serving.
- An **extension cord** – preferably at least 15 to 30 feet long. Be sure to tag the cord with a piece of tape with your name on it.
- A **ladle** (two is better) for serving. We will provide little cups for the soup/chili for tasting as well as plastic tasting spoons and napkins. We will also provide bread (sliced baguettes and corn bread) for people to munch on between tastings.
- **Oven mitts / pot holders / aprons**

About serving tables:

- **We invite you to decorate your table as imaginatively as you like, as a prize will be given for the best-decorated table.**
- We will provide a red & white checked plastic table cloth for every table – but you are welcome to cover it or replace it with your own table cloth.

- We will provide a sign indentifying who you are, but we invite you to bring a larger custom-made sign to post at your table. The Hall frowns on taping signs to the wall so you'll need devise a way to attach it to your table, or place it on top of your table.
- You are very welcome to display information about your organization.
- If you like, bring a sign to post at your serving table with the ingredients (or even the recipe if you're willing to share it) of your soup/chili. This is especially important if your dish contains any surprising ingredients to which some people may be allergic.
- The tables are big : (8' x 4').
 - We are going to try to give every soupmaker their own table. However we may have to double-up two soupmakers on some of the tables as space is limited. We'll make every effort to give a whole table to soupmakers who are planning elaborate decoration – and to soupmakers who are serving two soups. So please let us know in advance if the applies to you.

About leftover soup.

- Of course you are more than welcome to take any leftover soup home with you.
- Or.... we will have lidded cardboard cartons available for selling leftover soup to attendees with the proceeds going to the Food Bank. We'll check in with you toward the end of the evening to see you if you want to participate in the leftover soup sales.

Plan on serving right up until the end of the event, which is 7:30.

The awards for best soup/chili will be determined by the votes of the folks attending the event. There will be separate categories for professionals (restaurants) and all others. Winners will be announced between 7:15 and 7:30.

SAFE FOOD HANDLING REQUIREMENTS

- All hot soups/chilis must be heated to 165 F for 15 seconds within 30 minutes before being served or placed in a hot food holding unit (crockpot).
- Holding of hot foods must be maintained at 140 F or above. The standard crockpot should do this at the low setting.
- All food servers must wash their hands in soapy water before handling or serving food and after restroom breaks or other breaks.
- Each soup taster should be given a new cup. There will be lots of cups available, so speak up if your supply runs low and we'll bring you more.



THANK YOU! THANK YOU! THANK YOU! THANK YOU!

And THANK YOU, again!

For more information please contact:
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