

Event Description: This is a large Thanksgiving Dinner held annually the week before Thanksgiving on the OSU-COM campus for all students/faculty and their families. It is an semi-informal evening to unwind and enjoy a hearty meal. In addition, we host a raffle prize giveaway using donated items to act as a bit of a “spirit boost” to the students as they gear up for the last few intense weeks of school before Christmas break.

Donated Supplies:

- \$1000 Grant from the AAOA Special Projects Fund
- \$1000 from OSU-COM Student Government Association
- Table Linens from Ryan Miller with the OSU-COM Alumni Association
- Pies from Village Inn
- Assorted Desserts from SAA Members
- Raffle Items from Various Donors

SAA Supplies (already owned):

- Small décor for the table centerpieces
- Crayons for the kids

Expenses:

- \$1,576.09 – Reasor’s Catering (used card from Student Services to pay directly from our school account)
- \$39.60 – Butcher paper and plastic tablecloths for the kids’ tables, thermal bags to keep the food warm before serving, plastic serving utensils
- \$90.00 – Compensation for the servers (4 servers X 2.5 hours X \$9/hour)
- \$87.86 – Plates, cups, cutlery, and tea bags from Sam’s Club
- \$127.72 – Party Pro Rentals (7 chafing dishes + 2 x-large drink dispensers)

Total Spent: \$1,921.27

Attendance: ~250

Event Details:

- Catering
 - Reasor’s Catering provided all food the morning of the event – cold and packaged in large foil pans. Sarah Lowe picked up all of the food and heated as much as she could in her oven at home and at Brittany’s next door. We rented 7 chafing dishes from Party Pro Rents & Events to keep food warm during the event. Brittany brought thermal bags to help keep food warm when transportation from home to the event.
 - The menu consisted of: turkey, ham, stuffing, mashed potatoes, gravy, green bean casserole, cranberry sauce, and rolls.
 - We also had pies donated from each Village Inn location around Tulsa (5/location) as well as assorted desserts from our SAA members. We ended up having enough pies leftover to raffle them off!

- Room Set-Up
 - Joni and her team from the Physical Plant came and set up the tables and chairs the night before according to the diagram Brittany emailed them.
 - Three long rectangle tables were set up for the food – 2 for the catered-in dinner and 1 for the desserts.
 - One long rectangle table was set up for the drinks. We rented two large beverage containers to serve water and tea.
 - One long rectangle table was set up at the front of the room for the raffle items.
 - We used the linen tablecloths from Ryan Miller for all tables except the kids'/family tables.
 - We bought plastic tablecloths from Dollar Tree for the kids'/family tables.
- Kids' Tables
 - We had 6 tables set up specifically for kids and their families. There was a large square of butcher paper and coloring placemats for the kids to color on during the dinner. We had crayons from previous events in the center of each kids' table inside an orange wire pumpkin (from our stash of décor).
- Raffle
 - We gave each person one raffle ticket for attending the event. All of the items that were raffled off were donated from various people/organizations supporting the osteopathic profession. The raffle was held at the end of the dinner. You had to be present to win.
- Servers
 - We hired 4 high school students from South Community Church to serve the food out of the chafing dishes and keep the beverage containers full throughout the event. We hired them at \$9/hour and they stayed for 2.5 hours.
- Atmosphere
 - We played holiday music through the audio system in Founders' Hall.

Final Notes:

- Overall, the event was a success. We had a huge turn-out and the students and their families enjoyed the atmosphere and were grateful for the free food, fellowship, and the excitement of the raffle prizes.
- The few hiccups we had were:
 - The audio system, which included the only microphone available, had recently broken, so sound was very muffled/limited. They told us it was a problem with the speakers that would hopefully be getting fixed soon. This made it a little difficult for people to hear announcements, raffle prize winners, etc... so we had to do a lot of shouting and big gestures to make sure we had everyone's attention.
 - We chose Reasor's catering after discovering that our preferred caterer from the year before (who was both fantastic AND affordable)

had gone out of business. We priced other caterers in the area, but felt we would have to sacrifice the quality/quantity of food in order to fit it within our budget. HOWEVER, Reasor's informed us the week before the event that the food would be cold when it was picked up, which put us in a very difficult position of attempting to heat all the food thoroughly, and maintain its heat while transporting to the school and getting it ready for serving. (We did not have access to any type of kitchen on campus with ovens). We did the best we could, but the last half of the line ended up with luke-warm food and needed to take their plate to a microwave to heat it up. We took the time to apologize to everyone individually for the trouble; and each person was extremely gracious. In hindsight, this was WAY more trouble than it was worth. In the future, we would recommend increasing the budget slightly to accommodate a caterer who can deliver the food hot (and has the means to keep it so).

- We were able to package the leftover food and take it into downtown Tulsa to a homeless shelter, after making sure that any remaining students studying had been fed. This was a great way to not be wasteful and give back to our community.