



Our Lady of Sorrows Church
PANCAKE SUPPER
 Tuesday, March 4, 2025 * 5:00pm-7:00pm

VOLUNTEER FORM

Name _____

Phone Number: _____ E-Mail: _____

These are the hours I am available to help on the day of the event: _____ pm to _____ pm

I'd be delighted to help with (please √ the tasks/time slots):

AREA OF HELP	SPECIFIC TASKS	TIME NEEDED			
		MONDAY, March 3			
Set up/Take Down/Supplies	• Set up chairs/table/decorate hall	3:30-5:00pm			
	• Prepare dishes, serviettes, flatware	3:30-5:00pm			
		TUESDAY, March 4			
	• Take down after event (put away chairs/tables, garbage etc.)			7:15 - 8:30pm	
Kitchen/Food Prep	• Prepare pancake batter	3:00 - 5:00pm		5:00 - 6:45pm	
	• Grill pancakes	3:45 - 5:30pm		5:30 - 7:00pm	
	• Prepare and replenish coffee and tea and manage station	4:15 - 6:00pm		6:00 - 7:15pm	
	• Wash dishes/cutlery/kitchen cleaning	5:00 - 6:30pm		6:30 - 8:00pm	
	• Any area in this category	4:00 - 6:00pm		6:00 - 7:30pm	
Serving Station	• Set up chaffing dishes and serve food to guests	4:00 - 6:00pm		6:00 - 7:15pm	
	• Ticket taker at serving station	4:45 - 6:00pm		6:00 - 7:15pm	
	• Runner between kitchen and serving station	4:30 - 6:00pm		6:00 - 7:15pm	
	• Any area in this category	4:45 - 6:00pm		6:00 - 7:15pm	
Diningroom/ Bussing	• Set up/replenish diningroom supplies on tables and at buffet, e.g. maple syrup jugs, juice	4:00 - 6:00pm		6:00 - 7:15pm	
	• Buss diningroom area throughout evening	4:45 - 6:15pm		6:00 - 7:30pm	
	• Any area in this category	4:45 - 6:15pm		6:00 - 7:30pm	
Ticket Selling/ Welcoming	• Sell tickets at wknd masses of Feb 15, 22 and March 1	Specify Wknd:			
		Mass Time:			
	• Sell at event east/west entrances	4:45 - 6:00pm		6:00 - 7:00pm	
	• Welcome guests/run the elevator	4:45 - 6:00pm		6:00 - 7:15pm	
	• Any area in this category	4:45 - 6:00pm		6:00 - 7:00pm	
Kids Pancake Decorating Station	• Set up decorating food items, e.g. slice fruit etc.	4:00 - 5:15pm			
	• Help kids during the event decorate their pancakes	4:45 - 6:00pm		6:00 - 7:15pm	

Thank you for being prepared to share your time and talents!