

- Office Ice Cream Sundae Bar Set-up Checklist -

Promotion

Assigned to: _____

- Announce event details (date, time & location) via email
- Design & Print Event Posters
- Post Event Posters around office

Shopping for Supplies

Assigned to: _____

Decor & Utensils

- Banner and or Signage
- Table Cloths
- Napkins
- Bowls
- Spoons
- Tongs

Utensils

- Ice cream scoops
- Cups
- Baking Sheet
- Parchment paper
- Knives

Ice Cream

- Ice Cream - Vanilla
- Whipped Cream
- Cones
- Other _____
- Other _____

Toppings - Sauces

- Chocolate Syrup
- Caramel Syrup
- Strawberry Syrup

Toppings - Fruit

- Strawberries
- Blueberries
- Raspberries

Toppings - Other

- Sprinkles
- Cereal
- Gummy Bears

Toppings - Nuts

- Almonds
- Pecans
- Walnuts

Toppings - Chocolate

- Reese's Pieces
- M&Ms
- Chocolate Chips

Toppings - Baked Items

- Brownie Bites
- Oreo Cookies
- Wafers



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Bar Setup

Assigned to: _____

- Setup tablecloths
- Chop up fruit and other large toppings into bite-sized pieces
- Organize bowls with various toppings with spoons and tongs
- Place ice cream scoopers with cups filled with hot water
- Setup decor and signage
- Pre-scoop ice cream on parchment paper on baking sheet, place in freezer
- Arrange bowls, cones, napkins, and spoons
- Other: _____
- Other: _____
- Other: _____

Event Help

Announcer: _____ **Bar Helpers:** _____ **Other Helpers:** _____

- | | | |
|--|--|--|
| <input type="checkbox"/> At start of event: Announce opening of Ice Cream Bar | <input type="checkbox"/> Keep bar area neat and tidy by cleaning up messes | <input type="checkbox"/> Run out to buy more ice cream, toppings, or utensils when running low |
| <input type="checkbox"/> At end of the event: Announce last call for Ice Cream | <input type="checkbox"/> Refill bowls with toppings as needed | <input type="checkbox"/> Take photos to share with team |

After Event

Assigned to: _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Store or throw away leftover toppings, ice cream, utensils | <input type="checkbox"/> Throw away garbage | <input type="checkbox"/> Take down posters |
| <input type="checkbox"/> Cleanup any spills or messes | <input type="checkbox"/> Take down decor | <input type="checkbox"/> Put away chairs and tables |

