**Packaging the Lox Boxes**

**Contents per box:**

* 2 Bagels
* 2 or 3 oz. of lox / per bagel
* 2 individual cream cheese packets
* 2 Tangelos

**Packing procedures:**

* Must wear gloves and mask
* Place 2 Bagels in a zip lock bag and seal
* Place lox in a zip lock bag and seal
* Place 2 individual cream cheese packets in a zip lock bag and seal
* Place 2 Tangelos directly in the to-go box
* Place all the above content in the to-go-box and close
* Wrap each to-go-box in plastic wrap. Place the Men’s Club card on the top of the box as you wrap in plastic wrap.

**Prep for Building the Boxes**

* May 24th – MC to create and send a consolidated list of RSVPs to Steve Simmons and Jeff M, indicating the following: Very important to receive those numbers for Steve to order the bagels insuring we have by May 27th
	+ Total number of boxes
	+ Total number of boxes with lox
	+ Total number of boxes w/out lox
* May 25th – MC to create a consolidated list for Lox Box deliver by zip code. Send list to Steve Simmons, Alan Hoffman, and Jeff. Information to also include:
	+ Name, address, and special instructions
* May 25th – MC to create a consolidate list of Lox Boxes for CBT Pick-up. Send list to Steve Simmons and Jeff. Information should include:
	+ Name
* May 25th - Steve S order bagels from Tom Thumb.
* May 25th – Steve S to purchase additional lox
* May 25th – Jeff to purchase:
	+ To-Go-Boxes
	+ Zip Lox bags
	+ Individual packages of cream cheese
	+ Large roll of plastic wrap
	+ Tangelos
* May 27th – Stanton to bring MC Welcome card to CBT
* May 27th – BUILD the BOXES at CBT
	+ 6PM to 10PM

**Pick-Up and Delivery Day – May 31st**

* Pick-Up (8:00AM to 10:30AM)
	+ 3 MC members to provide the following support @ CBT:
		- Put on gloves and mask
		- Pull lox boxes out of the CBT Kitchen refrigerator marked for Pick-up and place on carts
		- Roll carts to the outside front of the CBT building and roll to the curbside.
		- As each car comes by claiming a box
			* Confirm they are on the RSVP list
			* Check-off on the list
		- Hand them the box and say, “Enjoy Breakfast from the Mens Club”.
* Delivery – Alan Hoffman is planning
	+ - Drivers should deliver wearing mask and gloves