**Tree Trimming Party Notes 2015**

**(Account Code: 72400-004)**

* DO NOT CHARGE SODA TO THIS ACCOUNT
* Get a holiday music CD and a CD player (From Terri)
* Pot for meatballs (Terri)
* Use wine glasses in cabinet in RCR kitchen (check and wash if necessary)
* Use assorted sodas from the RCR conference meetings
* Shot glasses to hold toothpicks
* Put Guacamole and chips in a nice dish
* Pitcher ice water
* Ice bucket

*Metro Market/Pick ‘n Save*

* 6 pack of miller lite
* 2 bottles of Korbel brut
* Shrimp platter (Terri will order and pick up from Red Lobster)
* 75-80 BBQ mini meatballs - Place order the day before **(Wednesday, 2nd)** to be picked up day of the party at approx. 2pm - **warm** – from Metro Market (deli) – 1123 N. Van Buren – 414.273.1928 (note: need 24 hours notice)
* Sterno Fuel
* 1 container fresh guacamole (found in the fruit section)
* 1 bag Tostitos dip chips
* 1 dozen mini cupcakes - Place order the day before **(Wednesday, 2nd)** to be picked up day of the party at approx. 2pm – from Metro Market (bakery) – 1123 N. Van Buren – 414.273.1928
* Holiday paper mini plates and napkins (check supply in RCR)

**NOTE: When placing orders with Metro Market – ask if pre-payment is required.**