

Family Choir Dinner Duties

October 1, 2008

First Unitarian Church
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008

www.first-unitarian-pgh.org

If you have volunteered to place the order for food:

- We generally work with the Shadyside Giant Eagle Marketplace on Centre Avenue. The telephone number for the Event Planning Department is 412/621-2453. Christeen Cesario is the department coordinator and often answers the telephone.
- Place the order on the Friday or Monday prior to Family Choir. Specify 5:15 PM on Tuesday as the pick-up time.
- You may wish to visit the Giant Eagle Marketplace website to look over the menu before you place the order. The address is www.marketdistrict.com/Default.aspx. You can follow the “Event Planning” link, and from there you can find the “Event Planning Menu” link. Paper copies are available at the store.
- We usually order a three-pound fresh vegetable tray along with ranch dressing. For the main course, we have often ordered either pizza or sandwiches. The Giant Eagle folks are willing to make some of the sandwiches with meat and cheese and some of the sandwiches with cheese only. Sometimes we have included five pounds of potato salad with our order. You are welcome to use your creativity in assembling the meal. Just remember three things: first, the meal should be kid-friendly; second, assume that at least some members of the Family Choir are vegetarians; and third, our Family Choir meal is not intended to be as substantial as a full evening meal one might have at home.
- With regard to numbers of people, attendance at Family Choir runs between thirty and thirty-five. About half of these people are children, and about half are adults.
- A total cost of \$60 to \$90 is reasonable.

If you have volunteered to pick up the food:

- As stated above, we generally work with the Shadyside Giant Eagle Marketplace on Centre Avenue. The telephone for the Event Planning Department is 412/621-2453. The main telephone number for the store is 412/681-1500. The address is 5550 Centre Avenue, Pittsburgh, PA 15232.

- You can find a map with driving directions at the Giant Eagle Marketplace website. The address is www.marketdistrict.com/Default.aspx. From there you can follow these links: “Our Stores” to “locations” to “Driving Directions.”
- One relatively easy way to get in and out of the building is this: Travel north along South Negley Avenue. Once you have passed Ellsworth Avenue and crossed over the railroad bridge, but before you have come to Centre Avenue, you can turn left and park in the underground parking garage. This underground parking garage has two levels. An elevator will take from either level of the parking garage to the store level. When you leave the store with the food, you can exit the parking garage, turn right on Negley Avenue, turn right on Ellsworth Avenue, and make your way to First Unitarian Church. You can park in the Morewood parking lot if you wish.
- Once you are in the store, go to the Event Planning Department to pick up the food. You can find a map of the store at www.marketdistrict.com/Default.aspx. From there you can follow these links: “Our Stores” to “locations” to “Store Map.” Or you can simply ask someone when you get there! The Event Planning Department is located at the rear center of the store. Introduce yourself to whoever is tending the desk and say that you have come to pick up food for the Family Choir at First Unitarian Church. Sometimes part of the food is at the Event Planning Department and another part of the food is at the Prepared Foods Department. The person at the Event Planning Department will guide you.
- Pick-up time is 5:15 PM. They will hold the food if you arrive later.
- Once you have picked up the food you can bring it to any checkout cashier at the front of the store. At present, our system is that the person picking up the food pays for the food and then gets reimbursed with a check from First Unitarian Church. Bring your receipt with you to Family Choir.
- Because we are a tax-exempt organization, we do not have to pay sales tax on the food we order. You will need to present a tax-exempt form showing our tax-exempt number. You can get this form from David Herndon, or you can find a copy in a drawer of the Family Choir file cabinet. The savings is just a few dollars, so if you do not have a tax-exempt form, it is not a big deal. On the other hand, every dollar helps!
- And because every dollar helps, you are encouraged to pay for the meal with Giant Eagle Gift Cards which you can purchase from the church. First Unitarian Church receives five percent (5%) of all the Giant Eagle Gift Cards we sell. And you receive FuelPerks with your Advantage card.

Thank you for your assistance!!