

Contact for Eggspectation

Ryan Duggan | r.duggan@midatlanticeateries.com
General Manager
Eggspectation Downtown Silver Spring
301-585-1700 Phone
301-585-1905 Fax

Ryan, is the manager who has been the contact for the last 4 years—assuming he is still there. Eggspectations does the entire breakfast for the PTA at no cost

Teacher & Staff count

NHE:

OV:

Total: _____ teachers/staff. I add 10 people to the total just in case you have more staff and it works out well because you almost don't have enough breakfast for everyone.

Date to confirm: “**Friday, August (day) (year) from 8:30am–9:30am** ” the week before school starts. That way all teachers/staff and Head-Start teachers are able to attend. The PTA use to organize it on Thursday, the problem with that is, that Head Start Teachers missed the breakfast every year. Therefore it is now done on Friday. Once date has been confirmed with Ryan share it with your principals.

Location: The PTA Welcome Back Breakfast for teacher/staff alternates each year.

School Year: 2012–13: Thursday, August 23, 2012 at Oak View ES
2013–14: Friday, August 23, 2013 at New Hampshire Estates ES
2014–15: Friday, August 22, 2014 at Oak View ES
2015–16: Friday, August 21, 2015 at New Hampshire Estates ES

Note: Always try to push for drinks “juice if you can. Last year (2012-13 & 2013-14) I was able to get OJ provided. (I bought Starbucks Coffee last year, which EggS. doesn't provide, Visit our local Starbucks to see if it's plenty early enough to get them to do an in-kind donation like Eggspectations does) Get house regular coffee, no one drinks decaf I say about 7 box or enough to cover your head count just let Starbuck know how many people, if they can not donate, ask for a possible discount.

You will need at least 3-5 volunteers to help coordinate this event for you on the day of the morning breakfast.

Here is the breakdown:

Phase 1:

1. Contact Principals for Headcount # and let them know date for the breakfast, just confirm time 8:30am to 9:30am if that is still good.
2. Ask the principal if they can reserve the All Purpose Room for you.
3. Tell the principals to tell their staff to bring their own mugs for coffee. However when you pickup coffee from Starbucks they usually give you the number cups you want

4. CALL Ryan from Eggspectations for the head count, time, date, and Location
5. Visit Starbuck about in-kind donation or discount

Phase 2:

1. **Send out an email on the PTA listserv** (you/coordinator(s) will need help during the breakfast)
2. The email message, feel free to use and edit/update information where needed:
Hello NHE/OV School Community

The NHE/OV PTA is hosting its Annual Welcome Back Breakfast for all Teachers/Staff (100+) for New Hampshire Estates Elementary and Oak View Elementary Schools. Eggspectation (Silver Spring) will once again for the 5th year donate a generous hot continental breakfast. So please be sure to thank the manager if/when you are dining in the Silver Spring location.

I need parent volunteers to help with the event, please contact me directly for information. The breakfast will be held at New Hampshire Estates Elementary from 8:30 a.m. – 9:30 a.m. Friday, August 23rd.

I need volunteers for the following activities or donations:

Set-up (7:30-8:30 a.m.) 1-2 parent volunteers

Clean-up (9:30-10 a.m.) 1-2 parent volunteers

PTA Membership Table (8:15–9:45 a.m.) 1-2 PTA parent volunteers

Potted Flowers/Plants for table decoration and to give to staff as a 'door prize'. Or cut flowers from store OR your garden. Plants may be dropped off at NHE on the day of event (Please label for Welcome Back Breakfast) or my home prior to August 23rd.

Finally, it would be great to have some cards/posters made by students for tables and entrance welcoming teachers. These can also be dropped off at my home–Please contact me offline for my address.

As always thank you in advance for helping start off the school year!

Best,

Kirian M. Villalta | PTA President, 2013-14
New Hampshire Estates ES/Oak View ES PTA
www.nheovpta.com | Follow us on Twitter: [@nheovpta](https://twitter.com/nheovpta)

*Proud 3rd Grade Parent @ OV
Orgullosa madre de estudiante de tercer grado en OV*

Phase 3:

1. Arrive early to receive/welcome Ryan and his crew with the breakfast
2. If you want tablecloths there are pink ones in the PTA storage at OV, however they need to be washed. If not just going with bare tables is fine.
3. Have a Microphone up front
4. Set up a membership table to have teachers sign up for PTA membership for 2014-15. You will need to have membership forms printed out and plenty pens. Have volunteers do

this or the PTA VP if you have one by then. I recommend 2 people because it can be overwhelming when teachers are all around you trying to pay their PTA dues.

5. After Teachers have served themselves, Welcome them and thank Eggspectation for their 6 years of sponsoring the NHE/OV PTA Welcome Back Breakfast for teachers and staff. Let teachers know to renew their PTA membership and new teachers to sign-up. Don't forget to introduce yourself :-)

Phase 4:

Clean-up. and thank Ryan again.