

**Grandview Heights Band Parents
Association Concession Stand
Handbook**

Revised August 2018

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INSTRUCTION MANUAL FOR POPCORN MAKER

INSTRUCTION MANUAL FOR CHEESE DISPENSER

Opening Concession Duties for Friday Night Football

* Arrive at 3:00 p.m. for 5:30 opening of Concession Stand.

* Kick Off is at 7:00.

1. Move grill outside and set up 2 tables outside.
2. Set up one table inside.
3. Fill 2 large pots with water and bring to a boil. One pot is for hot chocolate if it is cold out. The second pot is for grill prep to boil hotdogs and brats. Once you make the hot chocolate put another pot on to boil so there will be 2 pots ready for the grill prep.
4. Make sure the door of the pretzel machine is facing the fridge, plugged in and turned on. Fill the lower tray with water. Water tray is inside the door under the perforated cover. Pull out pretzels from the freezer and put 3-4 on each double rod. (Close door to rotate rods.) Fill spray bottle with water and put next to machine along with pretzel salt in a container and stack of paper plates.
5. Make sure the door of the nacho cheese machine faces the fridge, plugged in and turned on. Find the nacho cheese in a box under the counter or in the fridge. Place cheese package inside machine and feed tube down and around the nozzle and then tighten shut with the knob. Find jalapeno peppers in large jar on shelf near ticket door or in fridge and place in medium container next to the machine with tongs. Pull out packages of tortilla chips under counter and place next to machine. **Do this early so cheese has time to warm up.**
6. Pull out 1 ½ bags of brats, 2 bags of hotdogs, 2 ½ bags of chicken, 1 box of burgers from the freezers and place on table to thaw.
7. Place large warmer on counter next to pretzel machine, plug in, turn to low and fill with water under pan. This will be used for hotdogs and brats.
8. Find cheese slices in fridge and peel apart and stack staggered in 1 large plastic container for home stand table outside, 1 small container for away stand, tongs with each. (If cheese slices are individually wrapped in plastic leave them individually wrapped.)
9. Find tomatoes in fridge, wash, and find cutting board and knife on metal stand, slice and place in 1 large container for home stand table outside and 1 small container for away stand and tongs for each.
10. Find shredded lettuce in package in fridge, pour in 1 large for home stand and 1 small for away stand, tongs for each.

Opening Concession Duties for Friday Night – continued

11. Find diced onions in package in fridge, pour in 1 large for home stand and 1 small for away stand, tongs for each.
12. Find bottles of ketchup, mustard, mayo on shelf by ticket door or in fridge and give 1 each to home table outside and away stand.
13. If cold outside, fill coffee pot with water direct from the sink, plug in, and make according to directions from the coffee can on the shelf near ticket door. Coffee pot is on front counter near south wall.
14. If cold outside, fill brown(ish) drink dispensers with hot chocolate power first from the can on the shelf near the ticket door and then fill with boiling water second. (It is hard to stir when full.) Make sure a second pot of water is put on the stove to boil.
15. Make approx. 6 batches of popcorn according to directions on the machine or in this book. Fill approx. 20 boxes for the away stand and 10 for the home stand to start.
16. Place all away items on rolling cart or dolly (Ketchup, Lettuce, Cheese, Popcorn, Tongs, etc.) ready for delivery.
17. Make sure Pop, Gatorades and Water are stocked in the coolers.
18. Get out candy from fridge and stock under the counters, giving a variety of each under each window and one of each on top to show customers what is available at each window.
19. Keep your fingers crossed that your opening concession crew arrives at 6:00.

Concession Stand Opening and Operations For Other Sports

1. Open garage and put grill(s) outside. Open windows.
2. Fill stock pot halfway with water and put on stove to boil for hot dogs. (Lid on makes it go faster.) For soccer games, start with about 20 hot dogs, 10 burgers, 10 chicken.
3. In cold weather – fill another stock pot 2/3 full of water to boil for hot chocolate.
4. Plug in roaster; make sure there's water underneath the main tub for steaming.
5. If doing nachos, plug in machine and get out cheese. It is helpful to boil water and immerse cheese bag in hot water before putting in machine; otherwise, especially if it was refrigerated, it can take a very long time (hours even) to heat up. See section of book for details of Nacho Cheese Machine.
6. On window counters, put out napkin holders, coffee sugar/creamer/stir stix (if having coffee), condiments, candy selection (either put out the boxes, or a sample of each candy type.) Group the candy together (Tootsie Pops, Air Heads, CowTales, Twizzlers).
7. Band Parents treasurer will provide starting cash for the drawer for the first game. From then on, your team contact will keep start up cash (\$250) for the next game out of this game's profits.
8. Tape a menu to the counter. You can put a piece of masking tape over selections you don't have, like if you're not grilling, or serving hot drinks, etc. Help familiarize workers with the prices.
9. Get out plastic gloves to handle food and foil wraps for hot dogs and any grill items. Check "Food Notes" for how to make a steamer tray to keep grilled items hot.
10. Order pizza from Grandad's Pizza for delivery by halftime. Pay from cash box and include the receipt in the drawer (and ultimately the bank deposit bag.) Soccer games – start with two pepperoni and two cheese pizzas. Store pizzas in wooden insulated box to help keep them warm. Serve with spatula (or plastic gloves) on paper plate.

Grandad's Pizza 488-9700

- We have a deal with Grandad's Pizza - \$8.00 for 14" pizzas, cheese or pepperoni
- Delivery address – use "across the street from 1403 North Star Ave."
- Add \$1 per pizza as a tip for driver from your cash drawer.

11. Buns are the hardest item to keep in stock because if we order too much they go bad.
IF YOU RUN OUT OF HOT DOG OR HAMBURGER BUNS -
Take money from the drawer and buy whatever you need at Giant Eagle.
Include receipts in band deposit bag.

How to make Popcorn

Plug in machine.

1. Pour 4 to 5 ounces of popcorn oil into the marked cup. Add to the oil 1-1/2 tbsp. of Flavacol. Stir/mix it up so it all goes into the kettle. Pour into kettle. The marked cup for oil is stored by the machine.
2. Pour 16 ounces of popcorn into the kettle. (Marked cup in the popcorn bin.)
3. Turn on Kettle motor. (Lights and Kettle Heat switches are inside of door.)
4. Make sure gears are engaged at top of kettle so paddle inside kettle turns and popcorn does not burn.
5. When popcorn stops popping, dump kettle.

Repeat process to have popcorn ready for customers. One batch makes about 5 boxes. Turn off heater for kettle if you have enough popcorn.

At the end of the night wipe out machine with paper towels, no liquid, and empty crumb tray. Use degreaser spray.

How to make Nacho Cheese

1. Plug in machine to begin warming.
2. If cheese was in the refrigerator, it's best to warm it up first by immersing it in a pot of hot water on the stove. It can take a long time to warm up in the cheese machine.
3. Take off twist cap from bag of cheese and save it in case you don't use all cheese. If bag is clear (not silver), you need to take the Gehl's tool (or knife) and make a hole in the plastic, as large as possible.
4. Nozzle will be with machine - twist it onto end of bag. Nozzle then slips into place where notches meet in front of machine. Make sure the writing on the nozzle is right side up so able to read or the cheese opening will be upside down. Put lid back on machine and you're ready.
5. Bags of cheese take about 45 minutes to heat up, so put a bag or two (depending on use) in machine as soon as it is plugged in. For our first two home games, the crowds are lighter and it's warm out, so we may not even use one bag of cheese, but for Homecoming and Senior Night we will definitely use two bags or more.
6. Put out a bowl of Jalapeno peppers with spoon on the counter for self serve topping.
7. If there is at least ¼ of a bag of cheese left, take nozzle off and put cap on and store in fridge for next group. Take nozzle apart by pushing tab down and twisting and then rinse under hot water. Store with cheese machine.

How to make Pretzels

The amount of time you have prior to selling dictates how you will make pretzels. Please take out of the freezer only the amount that you think you will sell.

1. Plug in machine.
2. Fill lower tray with water. Water tray is inside the door under the perforated cover.
3. Turn the heat switch to ON. Temperature set at 170 degrees. After a 15-minute warm-up, the temperature can be set lower.
4. Pull pretzels from the freezer and put 3 to 4 pretzels on each double rod. The door must be closed to rotate the rods. Turn on Light switch to rotate rods. If you need to make some quickly, microwave pretzels on medium for one minute. Or for large quantities, preheat oven to 350°F and bake a tray of pretzels for twenty minutes. (Bake for ten minutes and check every 5 minutes until lightly browned.) Remove and place in pretzel machine to keep warm.
5. With light switch on and pretzels rotating check that pretzels are not getting caught on sides.
6. Pour pretzel salt that is provided in pretzel package onto a paper plate. (There is also a box of Kosher salt with supplies.) Fill spray bottle with water and put next to machine along with pretzel salt plate. Lightly spray pretzel and press one side into salt on plate. When serving lightly spray pretzel with water.
7. Use paper plate to serve ONE pretzel with cheese.
8. At the end of the event clean water tray and wipe down machine with paper towels.

How to make Coffee

1. Fill coffee percolator urn with water to top line to make 100 cups of coffee. For 70-80 cups, fill water to lower line.
2. Put in basket with pole and set in center hole. Pour 6 Styrofoam cups of coffee into percolator basket, 4-5 styrofoam cups for 70-80 cups. Plug in.
3. If red light is on that means coffee is still brewing. When red light goes off, coffee is done. This may take 30-45 minutes.
4. Pour out any unused coffee and only rinse percolator. Store on top of refrigerators.
5. There is also a Mr. Coffee machine on the counter. Make coffee with this if you don't anticipate a lot of coffee drinkers, for example, during the earlier games in the season.

How to make Hot Chocolate

1. DO NOT USE COFFEE PERCOLATOR FOR HOT CHOCOLATE! Use the large percolators for Hot Chocolate. Requires a half hour to percolate.
2. Fill stock pot with water and put on stove to heat (lid on). Do this if you need hot water quicker.
3. Put $\frac{3}{4}$ or one full can of hot chocolate (based on taste) into Hot Chocolate urn. Fill half full with very hot (not boiling) water. It is helpful to use the 2-quart pitcher to dip into pot on stove and transfer to the urn. Use the large whisk to mix. Then fill to top with very hot water and stir. This makes ___ cups.
4. To clean, use warm soapy water to clean all chocolate out of container. Run through nozzle as well to get chocolate out, and rinse very well. Store on top of refrigerators.

Roaster Instructions

1. When storing food in roaster, make sure it is at the lowest temperature setting.
2. The food will begin to harden if it is kept too warm.

Grilling / Preparing Food for Football Friday Nights

1. Early bird grillers arrive by 5:00 on game day. Concession stand opens at 6:00 p.m.
2. Drop 24 brats (=1 package) in boiling water (should already be on stove) to thaw. Brats are pre-cooked so just need thawed in hot water, then put on grill to brown.
3. Check grills to make sure cleaned from previous users. Dump grease trays as needed. Fire up both grills by 5:15.
4. Cook 24 hamburgers - Frozen work best on grill, as they are easier to handle. Make sure they are cooked thru.
 - Cook about 3/4 one side, flip, and take off grill when done and put in foil half pan.
5. Drop package of hot dogs in boiling water.
 - Cook until inside temperature is at least 160 degrees. Test by using meat thermometer (stick in end towards middle of hot dog).
6. Grill package of chicken (about 12 pieces).
7. Have 12 burgers, 12 brats, and 6 chicken, 12 Hot Dogs wrapped for Visitor's Concession stand.
 - Sales in Away stand are slow. They will use runner if they need more food
 - Concession Chair people monitor their needs also.
8. May want to cook 2nd package of dogs as they usually sell. Takes about 15 minutes to cook dogs.
9. Keep water hot on stove so you can drop dogs and brats as needed.
10. Should have food prepared by 6 PM when gates open.
11. During next hour, cook 24 brats and 24 burgers. Chicken is usually a slow seller; don't cook any more until down to 2 left.
 - Chicken and Brats are pre-cooked so both items just need heated thoroughly.
 - Keep food in freezer so as it cooks better and you don't have any issues with raw meat sitting out. Leave it freezer until needed. It doesn't take much longer to cook thawed or frozen.
12. Use 2nd grill to keep items hot. Place 2 half pans (1 for Brats and 1 for Chicken and Hamburgers) in one large pan. Put ½ inch to 1 inch water in bottom of large pan to steam the meat so food doesn't get rubbery.

Grilling- continued

All food is served from grill except hot dogs. People will be given a bun and sent to grill to get item. Second person working grill area should serve the food. Take item from 2nd grill and place on bun.

The Head Griller is responsible for cooking food. There may be a person working the stove (especially late in season when Hot Chocolate is needed). If this person is available, Head Griller can work with this person to coordinate cooking dogs and brats.

Put more food on grill when hamburgers get down to 6 and brats at 6. If you have 1 or 2 chicken left (after halftime), sell them and don't cook any more. This is a "feel" situation. You need to judge how fast the food is selling versus having too much food on hand. Watch the crowd and listen for how fast items are selling.

Check on hot dogs that are wrapped and in roaster. When down to about a dozen, put more on. You can cook just a half bag if it's getting late in the game. All hot dogs need to be put in buns and wrapped in foil. You can keep in oven on warm if there's no room in the roaster.

New in 2013, we are trying not to have lots of food left over. Sales are slow after halftime ends.

- First week we chose to cook 12 more brats with 6 remaining at end of 3rd quarter. This was a mistake as we didn't sell any of them.
- We would rather tell people in 4th quarter we only have hot dogs left, than have lots of food we must give or throw away at end of game.
- New leadership is trying to control costs and not waste food.

Food Notes

Please wear gloves when handling all food items. This is MANDATORY. Change gloves if they get dirty or you need to handle anything but food.

Hamburgers and Chicken

It helps to defrost the hamburgers a bit before grilling – either set them out or microwave a bit.

Smaller groups have found this method helpful when grilling:

Make a “steamer tray” by putting the large foil pan with some water in it on the stove across two burners to heat. Then put the 2 smaller foil pans on top of the water. Put grilled hamburgers in one, and grilled chicken in the other. Cover with foil.

This keeps the food hot without having the hamburgers and chicken on buns and sticking to them, etc. Also, if you have a lot leftover, it can be stored in the refrigerator and the next group could re-grill/heat and serve.

Hot Dogs

If you need hot dogs in a hurry, defrost for a little while in the microwave before putting in the boiling water.

Candy

Please **do not put Tootsie Pops in the refrigerators** - somehow it makes them melt and stick to the paper and we must throw them all away!

Store all chocolate candy in the refrigerators.

Fla-Vor-Ice freezer pops

These will not freeze when the whole box is just put into the freezer. You must take out the strips and lay them flat. After they're frozen, it helps to tear them apart and sort by color. Use a soda can cardboard tray to store them, 3 colors in one and 3 in another. This way they can be pulled out like drawers when stored in the freezer for easy access.

Free Food Policies

1. Soccer ball kids receive a drink and food item at half time. There should be a schedule in the notebook – mark off their name when they get their food. Please keep it to the scheduled ball kids (unless someone is filling in) and give the food at halftime.
2. Soccer or Football officials can have a bottle of water. The free water is stored separately from the other water.
3. The concession stand is a fund-raising operation for all fall and spring sports. All concession stand volunteers can help with this fund raising by paying for their food and drinks.

Closing out the cash drawer

In the green tote bag under the counter you'll find zippered money bags and a folder with deposit sheets for use and deposit slips for the bank.

There must be TWO people to count the money so they can check each other's calculations, and help maintain integrity and financial accountability for all organizations using the concession stand.

First, count out \$250 according to the following quantities:

- \$40.00 in Quarters
- \$50.00 in One Dollar Bills
- \$60.00 in Five Dollar Bills
- \$100.00 in Ten Dollar Bills
- Total Amount \$250.00

Get as close to that as you can get, making up for shortfalls in one denomination with another) and put in a zippered money bag. You will use this as your start up money the next time you open the stand.

Next, count the remaining money, and fill out the deposit form sheet with the quantities of each denomination and the total deposit.

Make sure you include receipts if you ordered pizza or bought other supplies. Fill out your name/number/organization and any other required information.

Fill out a deposit slip for the bank.

Take Green deposit bag to the Arlington Bank on Grandview Ave. near Fifth Ave. and place in night deposit slot. No key is needed. Door opens a few inches for the bag.

Put the money, Band Parents Assoc deposit sheet, and bank deposit slip ALL into a zippered bank deposit bag. Drop in the Night Depository slot at Arlington Bank on your way home.

If the stand has no deposit slips:

Call the Band Parent Treasurer, Collin Wheeler, 481-0221 home, 256-5898 Cell

Sample Form Extra Forms are in front of this instruction book.

Concession Stand Deposit Form

You're Name: _____ Phone: _____

Event (HS Soccer, MS Football, etc.): _____ Date: _____

Please complete this form and put it in the Arlington Bank deposit bag along with the actual Deposit slip and the cash. Arlington Bank Acct. # 044072243 103004164

You will keep \$300.00 as your start up cash for your next game. It is up to YOU or YOUR ORGANIZATION to get the right denominations to make change for the next game.

We would suggest keeping the following:

- \$20.00 in Quarters
- \$60.00 in One Dollar Bills
- \$70.00 in Five Dollar Bills
- \$150.00 in Ten Dollar Bills

Total Amount of the Bank Deposit after you have taken out the \$300.00 explained above:

# of \$1 Dollar Bills:	_____	x 1	= \$	_____
# of \$5 Dollar Bills:	_____	x 5	= \$	_____
# of \$10 Dollar Bills:	_____	x 10	= \$	_____
# of \$20 Dollar Bills:	_____	x 20	= \$	_____
# of \$50 Dollar Bills:	_____	x 50	= \$	_____
# of \$100 Dollar Bills:	_____	x 100	= \$	_____
Enter Amount of Bank Deposit Total:			\$	_____

Please note any additional expenses, (money spent from cash box), and include RECEIPTS

Pizza purchased at the game: _____

Miscellaneous (buns, condiments, etc.): _____

Grandview Band Parents Association, Inc.
P.O. Box 12580
Columbus, Ohio 43212
Arlington Bank Acct. # 044072243 103004164

Please call Collin Wheeler with any questions: 256-5898

Closing the Concession Stand

1. Unplug anything that was plugged in, e.g., roasters, cheese machine, and coffee urn.
2. Wash and dry all dishes, pots and utensils, and put away. Large pots can be stored inside the oven.
3. Make sure all food is in fridge (including chocolate candy) or in sealed plastic tubs (even cardboard, paper products) to keep mice away.

PLEASE WRAP the American cheese with plastic wrap or Tupperware. Otherwise it'll go bad!

DO NOT PUT TOOTSIE ROLL POPS IN BEVERAGE COOLERS – somehow it makes them melt and stick to the paper and we must throw them all away!

4. RESTOCK the beverage coolers, according to labeled shelves. The key to the storage shed is hanging on the wall in between the windows.

Store extra cases of Gatorade and Water on the lowest shelf under the window counters. Store extra cases of soda on the wire shelf to the left of the small cooler on the south wall.

5. Make sure SHED IS LOCKED – including securing the left side door by sliding the inside bolts at the top and bottom.
6. After the game, give away any perishable food that is left (hot dogs, burgers, pizza).
7. Use notebook to note any low inventory or for any comments/suggestions.
8. Wipe down all flat surfaces. Clorox wipes make it easy.
9. Tie up all garbage bags and place OUTSIDE in/by trash can.
10. Place all recyclable cardboard between recycle trash cans and stand.
11. Sweep and mop.
12. Make sure garage and front windows are closed and locked.
13. Turn off lights and fan. **LOCK THE DOOR** as you leave.

**THANK YOU FOR LEAVING THE CONCESSION STAND
AS YOU'D LIKE TO FIND IT WHEN YOU COME IN NEXT TIME!**

The **Grandview Heights Band Parents Association (GHBPA)** runs the concession stand for home football games and oversees the operation of the stand for all other groups who use it, including High School and Middle School Boys and Girls Soccer, and JV, MS and Youth football.

The GHBPA orders and stocks all food and other product inventory, maintains the stand and all its equipment, as well as keeping all financial records of expenses, deposits, and profits.

A bit of History....

The stand was originally constructed by and for the Band Parents. It also housed the hoses for watering the field and the paint supplies to paint field lines. The Band Parents built false walls to separate the field maintenance equipment from the concessions in the 1980s.

Concessions used to use fountain soda and was designed to best accommodate that kind of service; thus, sinks were installed in the middle of the floor. With the advent of single serve pop cans, coolers replaced the fountain set up, but the awkward structure remained the same. Also, the field turf installed in 2008 eliminated the need to store hoses and paints, and allowed us to knock down the walls to better utilize all the space.

The Band Parents have always purchased the equipment in the stand, e.g., freezer, refrigerators, coffee pots, roasters, popcorn machine, etc. Although other parent groups used the stand, Band Parents considered it their right to keep their product inventory there, while other groups had to lug food and drink in and out for every game.

Recognizing that it was the same parent volunteers working in the stand who represented both the band and various athletic teams, a more efficient operating procedure was put into place in 2009. The GBPA took over the whole operation of the concession stand including ordering all food, drink, paper and cleaning products, as well as maintaining all the equipment.

In return, the groups who use the stand give 10 percent of their profits to GBPA to help pay for the expenses of concession products and maintenance the stand and its equipment.

There are tremendous advantages to this system, including:

- Serving the same food and drinks at the same prices at all Grandview sporting events.
- Huge labor savings (time and backs) in consolidating all shopping and stocking to a single organization.
- Better use of food and other products when shared by all organizations – less waste.
- A well maintained and efficiently run concession stand!

In addition, during the summer of 2009 and 2010, major physical renovations were made to the stand, including:

- Sink moved from middle of the stand to the back wall
- New tank-less hot water system – takes up less space
- New roll up window covers – used to be huge 20 pound pieces of plywood, requiring ladder to lift and “secure” in open position (but was very dangerous). These windows also withstand the weather much better and do not leak.
- Added oven/stove
- Added 4 new restaurant quality stainless steel tables, doubling work space
- Added new ice machine
- New window counters – old ones were wood and splintered constantly

- New under counter shelves – old ones were wood and splintered constantly
- New garage door – closes tightly, unlike old door which allowed vermin to get in
- Outside storage shed built in 2010 to hold more product inventory (=less trips to store)
- New freezer added in 2014 (in shed)

Part of the reason we want to document this history is so nobody decides to go back to the old way of just having each organization do their own concessions! Every single person who previously worked with concessions agrees it's so much better this way, and the efficiencies continue to improve with each passing year.

THE NEXT TIME

If you have any comments / suggestions / updates for this handbook, please contact the president of the Grandview Band Parents Association.
Thank you!

CONCESSION STAND CONTACTS

Grandview Heights Band Parents Association

President - Lorena Caito (614) 670-2026

Vice President - Melissa Cribbs (614) 439-7043

Treasurer - Collin Wheeler (614) 256-5898

Concession Chairs

Krista Voltolini (614) 284-2522

Pam Browning (614) 203-9079

Concession Stand Buyers

Krissy Dobies (614) 623-9775 (Candy, Supplies)

Tim McDermott (614) 371-4520 (Buns, Propane)

Tara Stottlemire (614) 937-3624 (Popcorn, Pretzels, Potato Chips, Nacho Cheese/Chips, Meat, Frozen Pretzels)

Collin Wheeler (614) 256-5898 (Bottled Drinks)

* * * * *

Please refer to the Handbook for operating procedures.

If you have any questions or problems, call one of the
above contacts - we'd be happy to help you!

THANK YOU!!



BOBCAT CONCESSIONS MENU

Drinks (Pepsi, Diet Pepsi, Dr. Pepper, Mountain Dew, Sierra Mist)	\$2.00	Hot Dogs	\$2.00
		Brats	\$3.00
Water	\$1.00	Hamburgers	\$3.00
Gatorade	\$2.00	Chicken Sandwich	\$4.00
Pizza (Pepperoni or Cheese)	\$2.00	Popcorn	\$1.00
Candy (M & M, Snickers, Kit Kat, Twix, Reese's Cup, Sour Patch, Airhead Extreme, Skittles)	\$1.00	Coffee	\$1.00
		Hot Chocolate	\$1.00
Candy (Ring Pops, Cow Tales)	.50		
Candy (Twizzles (2), Laffy Taffy (2), Air Heads (2), Tootsie Pop)	.25		
Freezer Pops	.25		
Chips	\$1.00		
Nachos	\$3.00		
Pretzels (w/cheese)	\$3.00		
Pretzels (no cheese)	\$2.00		