

THE SANDWICH PROJECT

Group Event Planning Guide

1 Overview

Thank you for partnering with The Sandwich Project! Your group will make sandwiches that go directly to people experiencing food insecurity in our community. Here's what to know:

- Events can be held any day of the week at your location
- Your group purchases all ingredients (see Shopping section)
- We provide labels, gloves, and guidance
- Sandwiches are picked up by drivers or delivered to a nearby host for overnight storage, or directly to a recipient the same day

2 Food Safety Policy

THE TWO-HOUR RULE

All perishable ingredients and finished sandwiches must be kept at safe temperatures. Meat, cheese, and completed deli sandwiches should not sit at room temperature for more than two hours total.

Purchasing & Storage

- Buy perishable items (meat, cheese) last; transport in a cooler or insulated bag
- Refrigerate immediately upon arrival — keep at 40°F or below
- Designate one person to purchase and bring in the meat

Preparation Timing

- Set up your workspace no more than 30 minutes before making the sandwiches
- Keep meat and cheese refrigerated until the moment you're ready to use them

During Preparation

- Work in small batches — take out only what you'll use in the next few minutes
- Completed deli sandwiches go into a cooler or refrigerator right away
- PB&J sandwiches are shelf-stable and do not require refrigeration

3 Shopping

Your group purchases all ingredients. Below are the per-sandwich amounts to help you calculate quantities.

Ingredient	Deli Sandwich	PB&J Sandwich
Bread	2 slices	2 slices
Meat	2-3 slices	—
Cheese	1 slice	—
Peanut Butter	—	~2 tbsp
Jelly	—	~1 tbsp
Sandwich Bag	1 per sandwich	1 per sandwich

Average cost: roughly \$1.00–\$1.50 per sandwich depending on local prices and brand choices.

4 PB&J Assembly Instructions

Before You Begin

- Clean and sanitize your workspace
- Wash hands thoroughly; put on gloves
- Lay out bread, peanut butter, jelly, sandwich bags, and labels

Steps

1. Lay two slices of bread on a clean surface
2. Spread ~2 tablespoons of peanut butter on one slice
3. Spread ~1 tablespoon of jelly on the other slice
4. Press slices together gently
5. Place the sandwich into a sandwich bag and seal
6. Slide remaining bread back into a loaf-sized bag; label the sandwich (see Labeling section)

ALLERGEN NOTE

Peanut butter is a major allergen. Keep PB&J supplies completely separate from deli supplies. Always label PB&J sandwiches clearly.

5 Deli Assembly Instructions

REMINDER

Keep meat and cheese refrigerated until the moment you need them. Work in small batches.

Before You Begin

- Clean and sanitize your workspace
- Hair tied back/hair nets on, hands washed, and gloves on
- Lay out bread, sandwich bags, and labels; keep meat & cheese in the fridge

Steps

1. Lay two slices of bread on a clean surface
2. Place 2-3 slices of meat on one slice of bread
3. Place 1 slice of cheese on top of the meat
4. Press the other slice of bread on top gently
5. Place the sandwich into a sandwich bag and seal
6. Slide remaining bread back into the bag the loaf of bread came out of; label the sandwich (see Labeling section)

TIP

Set up an assembly line! One person lays bread, one adds meat, one adds cheese, one bags. You'll fly through these.

6 Labeling

Every sandwich gets a label. This ensures accountability and food safety tracking.

Deli Sandwich Labels

- Date made
- Type of meat
- Type of cheese
- Group name

PB&J Sandwich Labels

- Date made
- Mark "PB&J" prominently
- Group name

WHY LABELS MATTER

Labels help us track inventory, identify allergens, and ensure nothing expires. Every sandwich must be labeled before it leaves your

workspace.

7 Transport & Delivery

Deli Sandwiches

- Pack in a cooler with ice packs — must stay at 40°F or below
- Transport promptly; do not leave in a hot vehicle

PB&J Sandwiches

- Shelf-stable — no cooler needed, but keep out of extreme heat

Delivery Options

- Option A: A TSP driver picks up sandwiches from your location
- Option B: Your group delivers sandwiches to a nearby host for overnight storage or directly to a recipient the same day

At Drop-Off

- Confirm the sandwich count with the receiving person
- Make sure all sandwiches are labeled
- Deli sandwiches go into refrigeration immediately upon arrival

8 Quick Reference Checklist

Shopping

- [] All ingredients purchased
- [] Cooler/insulated bag for transport
- [] One person designated to bring meat

Prep

- [] Workspace cleaned and sanitized
- [] Hands washed, gloves on
- [] Meat & cheese stay refrigerated until needed

Assembly & Labeling

- [] Sandwiches made in small batches
- [] Every sandwich bagged and labeled
- [] PB&J kept separate from deli

Transport

- [] Deli sandwiches in cooler with ice packs
- [] Sandwich count confirmed at drop-off
- [] Deli sandwiches refrigerated on arrival

THANK YOU!

Every sandwich you make goes directly to someone in need. Thank you for partnering with The Sandwich Project!