

HOSPITALITY HOUR INSTRUCTIONS

APRIL – JUNE 2008

Thank you for providing the hospitality hour on Sunday.

Plan for 80-100 people and 120-160 on holidays and intergenerational Sundays. Note that the children's refreshments are provided separately by parents of RE children.

WHAT TO BRING:

Half gallon of whole milk for coffee (more for holiday or intergenerational Sunday)

Dishtowels

Food Items: Store-bought cookies/homemade specialties, or any combination (quick breads, muffins, mini-bagels, fruit, veggies, cheese and crackers, your own special tidbits)

Optional: table cloths (church table cloths have disappeared) alternative drinks: cider (hot or cold), bouillon.

SUPPLIES AT CHURCH:

Coffee, tea, sugar

China cups and saucers (check dishwasher for cups and saucers) or use paper cups.

Can opener, matches, silverware and serving plates are stored in fridge under counter.

SET UP:

Start coffee before 9:15AM (it brews noisily for 45 minutes!)

Start electric kettle for hot tea water during the final music of the service.

Set up the large table in front of the kitchenette; you can also use the drop-leaf cart.

Place the waste basket next to the folding door near the foyer.

Leave the service at the start of the closing hymn to finish preparations. Fill the pitchers with coffee and start pouring during the postlude, or place the coffee pots at opposite ends of the table so that everyone may serve themselves. **IMPORTANT: Please be still during the**

closing words.

CLEAN UP:

Rinse coffee pots, wash serving platters, spoons and creamers by hand or put in the dishwasher if using the china cups which go in the dishwasher and start the dishwasher before you leave.

Vacuum the rug with the Electrolux in large closet in foyer or use the carpet sweeper.

Take the trash to the Fellowship Bldg. dumpster or bring it home. Wash and return any church tablecloths, if used.

THIS SHEET IS POSTED IN THE KITCHEN

