

Hosting and Set-Up/Clean-Up Instructions (Sep 2009)

- Please bring 1 gallon whole milk – MOST IMPORTANT!!
- Set up by 10:30. If you are attending the 9:30 service, plug in water and get 1 pot of regular and 1 pot of decaf brewed before going into church. Leave right after you receive communion to finish setting up.
- You may bring snacks if you wish. If you choose to bring a snack, please bring enough –it takes at least 5 boxes of Duncan Donut Munchkins.

Set-up

1. Two Tables – place pots of regular and decaf coffee on both tables to improve traffic flow. Table 1 should have regular and decaf coffee plus tea, Table 2 should have regular and decaf coffee plus juice.
 - **Place tables in back of hall.** Cover each with a white plastic cloth from marked drawer.
 - Place a sugar basket on each table. Sugar and sugar substitute packets, stirrers, and napkins are in a permanently filled divided basket (Refill as needed with supplies in cabinets under coffee makers).
2. Coffee Quantities: make 6 pots of coffee – 3 reg, 3 decaf. Brewing time for coffee after you flip the switch is 4-5 minutes
 - There are six coffee airpots on the counter next to the coffee maker
 - Attach correct Regular/Decaf Velcro label, found in left hand drawer under coffee makers
3. Tea and Juice: Fill tea urn with water, plug in, and heat – when it's done, unplug and carry to table. Heating this urn takes 15 minutes.
 - Put out two snaplid tea bag jars, found on the counter
 - Put out about 25 juice boxes, found back by the big refrigerator (remove from wrapping for easy access)
4. Use the grey garbage cans for disposal of cups and stirrers. They are labeled "coffee hour" and should be in the hall (no need to use kitchen cans). Position under tables.
5. Put out coffee and tea cups and baskets. Fill plastic milk containers on counter and put one on each table.
6. If you have brought snacks, baskets are on the counter (and above) and basket liners are in the table cloth drawer.

Clean-up – You can clean up once the "traffic" has died down and the 10:59 class has begun (If you are attending the 10:59 class you can certainly clean up after).

1. Stack serving basket on counter
2. Pour left-over milk back in original container
3. Remove Velcro coffeepot labels and store in left hand drawer under the coffee makers
4. Wash milk containers
5. Rinse coffee containers
6. Dry and store containers on the counter
7. Wipe down counters
8. Put tables against the wall as our tenant uses the space Monday mornings

Please leave the kitchen clean.

Many thanks for your much valued time and effort.