

COFFEE HOUR – QUICK REFERENCE GUIDE

Pre-Coffee Hour

- 1 to 3 types of Snacks (Fruit, cookies, etc).
- 1 to 2 gallons of juice
- 5lbs of ice (if needed, check the freezer in advance)
- (optional) 1 to 2 Signs about your group/cause you care about
- (optional) Any table decorations you want
- (optional) Review setup instructions
- BIG SMILE

Coffee Setup (9:20 - 9:45)

For any amplifying information, Please see the detailed [Coffee Setup Section](#) in the binder.

If it is raining outside, the coffee MUST be brewed in doors on the counter (not the kitchen).

Coffee must be plugged in, brewing no later than 9:40am.

- (optional) Power on the Ice Machine.
- 2 regular coffee urns filled with warm (not hot) water and coffee grounds (and power cords)
- 1 decaf coffee urn filled with water and coffee grounds
- 1 water urn filled with water
- Washable, non-white table cloth picked out
- 2 - 20A power strips (black, heavy, labeled, behind the fridge usually)
- Power strips have 20A to 15A plug adaptor attached
- Metal table next to the 20A outdoor outlet (by steps)
- Tablecloth on the table
- Place urns in the desired locations
- Plug in power strips so both reach the coffee hour table. Only one per 20A outlet.
- Plug 2 urns into each power strip.
- Verify power strip in reset (on) position and there is a light (coffee brewing).
- Fill up sugar/creamer (if desired).
- Bring the following to the table:
 - Sugar/Creamer/stirs
 - 2 - 8oz Cup holders & 100+ Cups
 - Trash container & Fairtrade Coffee Signage
 - 1 cold water pitcher
 - Hand sanitizer
 - Tea caddy
- Arrange so the coffee and tea people don't have to fight for the same prep area
- Leave one cart near the coffee table to be used for cleanup later