

COMPLETE HOSPITALITY GUIDE

Food/Beverages

Food Donations: It is important to have ALL donations for food and beverages at the church no later than 10am. Later donations typically cause the table to have to be reorganized and may even be placed in the fridge to use during the following week. Donations are always welcomed but it is encouraged to talk to the host in advance about what you plan to bring in order to reduce food waste due to having too much food to consume.

Hosting Coffee Hour: It is really hard to plan properly for food consumption. When in doubt, order less. MANY people take 2nd and 3rd servings so running out of food is a GOOD thing. There are some general guidelines to help reduce food waste.

If serving really popular foods, like chocolate chip cookies, plan to go through about 100 servings. All other foods, plan for about 60 servings (including fruit). Communion Sunday sees about 20% more traffic and select holidays sees close to 100% more traffic.

If you bring multiple items, you can reduce the serving by 20% overall per extra item.

WRONG					
Item	Servings	Item	Servings	Item	Servings
Cookies	100	Cookies	100	Cookies	100
		Fruit	100	Fruit	100
				Brownies	100
CORRECT					
Item	Servings	Item	Servings	Item	Servings
Cookies	100	Cookies	80	Cookies	64
		Fruit	80	Fruit	64
				Brownies	64

There is a good chance the person before you has left food in the fridge because they brought too much. If this is the case, feel free to use it too. If you feel there isn't enough food, there will be prepackaged items (while supplies last) above or behind the fridge that can also be put out.

For beverages, if you are using the 4oz cups, you should only go through 1 gallon of lemonades or unique flavors (like strawberry banana V8 splash). Common flavors like orange juice and apple juice commonly see 1.5 gallons of consumption. Extra juice can often be found in the fridge. Feel free to use any that isn't grape juice (used for communion)

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Important Things to consider when planning your food/beverage choices:

Please keep your juice choices to things children will drink as that is the prime audience for juice. This means avoiding unsweetened tea and prune/carrot juice.

All food should be single serve capable. If it is not, you must provide someone to serve said item. If your item has the potential to become single serve (like cake) you must make it so. Do not expect the guests to cut their own servings please!

Verify quality before serving. While we all know that a sad looking carrot is still technically edible, remember that coffee hour represents a welcome to everyone and a sad carrot isn't very welcoming. Please inspect the visual quality of foods. If it is consumable but not pleasant looking, please do not put it out to be eaten. Golden rule is if you would turn your nose up if a server brought the item to your table at a sit down restaurant, probably not ok to serve here.

While everyone has their opinions about various food allergies, it isn't up to you to express your opinions onto others. Please segregate your food with respect to allergies. This means do not place nuts on the same serving plate platter as chips (why you would do that, beats me but don't). It is also recommended to label any known allergy ingredients in the food (not required).

Take your containers home! Do not leave anything you don't mind getting thrown away at the church past 2nd service Sunday. While quite often, your container will still be there the following week, it isn't promised to be so. If you are trying to donate leftover food, there are plenty of trays and wrap that can be used in lieu of your container.

Hospitality typically leaves unknown containers on the counter for at least 2 weeks before we find it a new home. This means your missing container has probably been relocated by another group using the room. SORRY!

TAKE HOME LEFTOVERS! While we will gladly use what is possible the following week, often leftovers just end up in the trash for various reasons (including fridge door getting left open). If you know someone who will eat your leftovers, that is a better use of your leftovers than leaving them at the Church to potentially get used the following week.