

# COFFEE HOUR – QUICK REFERENCE GUIDE

## Snack Setup (9:45 - 10:30)

- Make 4 waters (winter) 5 (spring/fall) 6 (Summer) before kids show up as it is loud.
- Place snacks on serving dishes (if desired)
- Open the fridge and any non labeled snacks can be put out for coffee hour. Please be mindful people forget to label things (like the new member lunch). If it looks like it is fresh for an event, do not use it. Anything that looks bad, throw it away.
- Move tables to where you want them (no right answer here)
- Bring the following items to the table:
  - Two table clothes (not white).
  - Hand Sanitizer
  - (optional) 1.5 serving utensil per serving dish
  - Napkins, plates, utensils (even if you think it isn't needed)
  - Appropriate Signage & Signup sheet
  - 4oz cup container and at least 50 more cups
  - (optional) Donation box & Decorative Plants
  - Waters and Juice
  - Dishcloth to clean up messes (leave on cart)
- Leave 2nd cart near other cart to be used for clean up later
- 10:25am - Empty ice maker into freezer (if turned on)
- 10:25am - Pour beverages (dozen juice, 16 waters)

## Snack Cleanup (11:15 - 11:30)

- Move non-empty water pitchers, juice and cups to the top of the coffee table cart (think beverage station for second service).
- Load the snack table onto the smaller of the two carts.
  - Load decorations and signs first
  - Load the table, napkins, utensils
  - Load the food on the cart last to allow people to get a snack
  - (Optional) Place a max of one serving platter on the coffee table cart (don't make the deacons clean up your snacks, no more than one platter please!)
  - Tablecloths.
- Make honest choices with your left overs. Take home or:
  - Was it used last week for coffee hour? Trash/Give Away
  - Will it be good for 2+ Weeks? Wrap and Fridge with coffee hour sign on top
  - All other consumables? Trash/Give Away
- Place Everything where you found it. Forgot where? Then leave on the kitchen counter.
- If tablecloth is plastic/felt, wipe them down. If cloth, place in laundry bag (behind fridge)
- Rinse off, DRY, and put away all platters and serving utensils used
- Email [hospitality@iucc.org](mailto:hospitality@iucc.org) any items damaged or supplies that look low.
- Wipe off the cart (if needed)
- Dump ice from the ice machine into the freezer (if turned on)
- Dump the coffee table trash container in the trash and put back on the table