**HOSTING COFFEE HOUR**

**Set Up** Between 9-10 Sunday morning – **OR** the Saturday before (but check with the office to make sure the hall is not being used).

**Plan:** This takes under 1 hour for preparation/set up. **Sign in on white board.**

* 2 tables for refreshments and 6-8 chairs around the walls
* Kids table next to driveway door and piano in Foulkes Hall
* Place **GREEN** tablecloths on adult tables (found in closet in Foulkes Hall)
* Fill **BIG** coffee Makers with extendable hose located next to the hand sink. Coffee in refrigerator or pantry shelf

\*1 pot **REGULAR** – make 45 cups \*1 pot **DECAF** – make 30 cups

 Follow instructions posted on kitchen wall next to window

\*Place coffee makers on each end of counter with sign for each and put about 30 coffee cups around each pot. Juice glasses on table.

**SUPPLIES:**

* Juice located in refrigerator or on shelf in pantry – or use instant lemonade in no juice
* Sugar packets, powdered non-dairy creamer, napkins, and stirrers in pantry
* Coffee cups, juice glasses, cream pitchers, silverware are in cabinets
* Extra supplies may be found in the big storage closet in Foulkes Hall

**Feel free to bring a qt of half & half, your own napkins, and table cloths.**

**\*\*\*Choice of goodies is up to you – need ADULT AND KIDS food \*\*\***

**\*\*KEEP IT SIMPLE\*\***

**Sunday Morning:**

 1. **Plug in coffee makers before church service begins.**

 2. Leave church service during last hymn to tend to last minute details

 3. **Turn on dishwasher by following directions on wall –** takes 30 min to heat up.

**Clean UP: LESS THEN 1 HOUR!**

* Return tables and clean kitchen.
* Shut down dishwasher – following directions carefully.
* Take any towels and linens home to clean and return ASAP.

**Thank you for volunteering to host Coffee Hour!**

**This time is so important to the fellowship of our church!**

**Summer 2015**