

WCBS

Hospitality Responsibilities and Sign Up

Date: _____ Coordinator: _____

Wednesday Morning Schedule:

Refreshments need to be in coffee area between 8:30 and 8:45 AM!!

<u>Time</u>	<u>Task</u>	<u>Volunteer(s) (See Below)</u>
8:40 – 8:45	Set out food and drinks (Church staff will set up tables and coffee)	_____ _____ _____
10:30**	Clean up Summit Room – pick up any trash, etc. Clean up refreshment area - take remaining food with you or leave it for the staff on disposable trays/plates. Leave the coffee and water urns, the coffee and plastic cups, and the baskets of coffee supplies on the tables. Flavored coffee creamers and leftover juice will be moved to the frig in the kitchen. Offer remaining baked goods – Station volunteers at doors with trays of goodies to offer to members on their way to small groups.	_____ _____ _____ _____ _____ _____

** Or whenever Large Group ends.

Food and Beverages:

Juice – One Gallon, any kind	_____
Food Tray – Sweet	_____
Food Tray – Sweet	_____
Food Tray – Non-Sweet	_____
Food Tray – Non-Sweet	_____
One Bowl of Nuts (serve with spoons)	_____
One Bowl of Nuts (serve with spoons)	_____
Two Bowls/Trays of Fruit (Cut in small pieces w/toothpicks)	_____

Food Trays can be cheese slices/cubes and crackers, pimento cheese finger sandwiches, chick-n-minis, bite-size sausage biscuits, gluten-free items, breads, mini muffins, cheese straws, etc.

Questions?? Contact Jeannie Terry, Hospitality Chair at Jeannie.Terry50@gmail.com



Hospitality Day To Do's

Thank you so much for your willingness to help serve others!

Please make sure to do the following:

Set Up: Please make sure all food/drinks are in place between 8:30 and 8:45AM

Clean Up: Please make sure all trash and things left behind are cleared from the room as soon as Large Group is over.

Food: Please prepare everything in bite-size pieces so that it is ready to eat. Remove papers from muffins, cut fruit into small piece, and bring toothpicks. Also, please cut anything that is not bite-size (doughnuts, pastries, large muffins, cake slices, bread slices, etc) into small pieces. Everyone likes to try a few different foods, so small pieces make that possible.

***If you cannot do that before you arrive, please bring a sharp knife.*

Decorations: If you wish to furnish decorative plates and napkins, that would be great!! Feel free to buy plenty as we can use them until they are gone. The church supplies some white napkins with coffee service, but no plates.