

Coffee Hour

Set-Up

Pre-Liturgy Set-Up

- _____ Ensure all tables and chairs are straightened as needed.
- _____ Put plastic tablecloths on snack tables if needed.
- _____ Place trash cans near kitchen door and in the middle of the basement.
- _____ Put water into big heating pot for tea (stem and basket must be inserted for it to heat).
- _____ Plug in and turn on big heating pot (heating takes approximately one hour).
- _____ Make 4 pots of coffee according to the instructions displayed next to the coffee maker.

Suggestion: Start one pot before Liturgy and leave in Bunn pot. Make three additional pots during the homily or after Communion. Each pot of coffee takes approximately 19 minutes (10 minutes to brew and 9 minutes to re-heat).

- _____ Place the coffee pot heaters on the designated tables. Two are placed on the table next to the parish wedding photographs and two are placed on the table next to the back door.

Post Communion Set-Up

- _____ Organize snacks and place on tables.
- _____ Place 4 brewed pots of coffee on heaters.
- _____ Ensure a sufficient number of napkins, bowls/plates and utensils are placed on each table.
- _____ Ensure sufficient amounts of creamer, sugar, stir sticks and cups are on both coffee tables.
- _____ Put out an assortment of teas, sugar, stir sticks and cups next to the big heating pot on the counter area next to the kitchen.