

HOW TO HOST COFFEE HOUR

Set up and Clean up Instructions



Coffee and Tea Area



Snack Tables



1. Set up basement on Saturday or early Sunday morning. Straighten tables and chairs as needed.
2. Put plastic tablecloths on snack tables and other decorations as desired.
3. Make sure trash cans are placed by Kitchen door and in middle of basement.
4. Arrange coffee and tea sides as pictured.
5. Make coffee according to measurements on Waring Pot (80 Cups water, 8 cups coffee).
6. Put hot water in second pot for tea. (*Stem and basket must be inserted for it to heat.)
7. **Be sure to plug in both pots and turn to ON before 10am (but not too much earlier).**
8. After Communion, go downstairs and arrange snacks are on tables as needed.
9. Cleanup after Coffee Hour: Wash pots, put away supplies, clean kitchen as needed, vacuum basement carpet, take out trash and put in new bags.
10. Alert Anne Patras (907-399-0981) to any needed supplies. Call Jennifer Gillquist for scheduling questions (907-632-1064).

