

HOW TO HOST COFFEE HOUR

Set up and Clean up Instructions



Coffee and Tea Areas



Snack Tables



1. Set up basement on Saturday evening 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. Before Liturgy put water in big pot for tea. (*Stem and basket must be inserted for it to heat.) **Plug in and turn ON, since it takes about 1 hour to heat.**
5. Make Coffee according to instructions for new Bunn Coffee Makers. **Suggestion: Start one pot before Liturgy and leave in Bunn. Come down right after Communion and make two more pots. Each pot takes 10 minutes to brew. It then takes 9 minutes for water to re-heat between pots. Note pots are insulated and will keep coffee hot.**
6. After Communion, arrange snacks are on tables.
7. Cleanup after Coffee Hour: Rinse pots, put away supplies, clean kitchen as needed, vacuum basement carpet, take out trash and put in new bags. Store Tea and Coffee pots as pictured.
8. Call Jennifer Gillquist for scheduling questions (907-632-1064). Alert Anne Patras (907-399-0981) for any needed supplies.

