

Day Meeting

Head Hostess

Calls 8-10 members to bring refreshments

* enough food for about 60 people

Provide names of those who provided food to President.

Food: small sandwiches

small desserts ex.cupcakes, cookies, brownies

fresh fruit tray, salad and or cheese tray

Day Committee members should arrive at 10:30am

Food should be ready to be served at 11:45am

Set up 2 tables in front for the buffet - cover with 2 white tablecloths provided.

Arrange food, plates, napkins, cups, utensils, milk, cream and sugar on buffet table.

Coffee and tea should be setup so members can help themselves.

Provide large container of cold tap water with lemon & a cold drink. (cider or juice)

Cleanup:

Head Hostess and 4 committee members should:

*cleanup kitchen and put things away

*bag garbage and place in covered container outside back door

Evening Meeting

Head Hostess

Calls 6-8 members to bring refreshments

* enough food for about 60 people

Provide names of those who provided food to President.

Food: small desserts ex. cupcakes, cookies, brownies

fresh fruit tray and or cheese tray

assorted breads

Evening Committee members should arrive at 5:30pm

Food should be ready to be served at 6:45pm

Set up 2 tables in front for the buffet - cover with white tablecloths provided.

Arrange food, plates, napkins, cups and utensils milk, cream and sugar on buffet table.

Keurig coffee and electric teakettle should be setup so members can help themselves.

Provide large container of cold tap water with lemon and a cold drink .(cider or juice)

Cleanup:

Head Hostess and 4 committee members should:

*cleanup kitchen and put things away

*bag garbage and place in covered container outside back door