

## Day Meeting

### **Head Hostess**

Calls 8-10 members to bring refreshments

### **Food: small sandwiches**

small desserts ex. cupcakes, cookies, brownies  
fresh fruit tray 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 containers should be placed on opposite ends on the buffet table - 2 members of committee should pour

Provide large container of cold tap water with lemon

### **Cleanup:**

Head Hostess and 4 committee members should:  
breakdown 2 buffet tables  
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

### **Food: small desserts ex. cupcakes, cookies, brownies**

fresh fruit tray  
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 on buffet table

Serve cold beverages

Provide large container of cold tap water with lemon

### **Cleanup:**

Head Hostess and 4 committee members should:  
breakdown 2 buffet tables  
cleanup kitchen and put things away

Bag garbage and place in covered container outside back doo

Day Meeting

Evening Meeting