

Hospitality Hour Instructions for Great Hall

**Thank you for hosting Hospitality Hour!
This important ministry gives parishioners a chance to
welcome and get to know our newcomers. It also gives our
parishioners time to catch up with one another!**

Co-hosting with a friend from St. David's is a great idea!

What to Bring:

- Combination of savory and sweet finger foods (cake, muffins, cookies, fruit, salsa & chips, cheese & crackers, gold fish etc.)
- 2 bottles of juice/lemonade
- Napkins, paper plates, small juice cups, (forks or toothpicks)

Set-Up at 9:20

- Turn on BOOSTER/HEATER on dishwasher (easy instructions posted above dishwasher)
Tables and chairs should be set up..... IF NOT
- Set up two long tables outside kitchen door parallel to wall and cover with plastic table cover (rolls of white plastic located in back of kitchen in the corner) 12 chairs in ½ circle across room
- Make 2 carafes (black) of regular coffee, 1 (orange) decaf coffee, and 1 hot water (marked) (Coffee) 1 filter, 1 bag of coffee, ***put carafe under filter first*** fill milky white pitcher to line with water, pour in top of coffee maker (brews in 3 minutes), put plunger back in, close top
Hot Water: first wash out filter holder, place 2 paper filters in holder, pour water in
- Place 2-3 trays of mugs on table (located in cabinet across from dishwasher)
- Put various sugars, coffee stirrers, and tea bags on table (located in cabinets under coffee maker)
- Place small white trash can at the end of table for condiment trash
- Place food on table covered, with napkins, plates, and cups leave cold food, creamer (provide) and your drinks in frig until after service

Clean-Up:

- Wash mugs and serving dishes in dishwasher and put away
- Wash coffee pots by hand, leave tops open to dry, place on counter
- Wipe off children tables and stack blue chairs on top
- Turn off the BOOSTER/HEATER on the dishwasher, turn power off after draining
- Wipe off counters
- Turn off all lights

PLEASE DO NOT leave any food in frig or counters give it away or take home!

** Remember, it isn't necessary to provide a meal; a snack with coffee and juice is plenty! **