

## Hospitality Hour Instructions

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

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

### What to Bring

- Quart of milk or half and half for coffee
- Finger foods for adults (cake, cookies, donuts, muffins, cheese, etc.)\*
- Snacks for children's table (goldfish, pretzels) and one bottle of juice
- Napkins and paper plates

### Set-Up

- Turn on BOOSTER/HEATER on dishwasher
- Set up two tables and cover with plastic table cover
- Set up one small children's table (small blue table)
- Set up 10 folding chairs
- Make two pots of coffee (one decaf) and one pot of hot water  
Place 2-3 trays of mugs on table along with sugar, stir straws and tea bags.

### Clean-Up

- Wash mugs in dishwasher
- Wash coffee pots by hand
- Put tables and chairs back in closet
- Turn off the BOOSTER/HEATER on the dishwasher.
- Turn off lights.
- Wipe counters

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