

## Checklist for Social Hour:

### Set up –

- For a **simple** social hour, both reasonably low cost and low fuss, consider two pounds of carrot slices, some grapes or Clementine's, and a bag of pretzels.
- Plan to arrive close to 9:45; the church is unlocked at 9:15.
- Get the **coffee** ready. Directions are on the inside of the cupboard with the coffee. Plug them in just before the service begins; wait a few seconds to be sure they start. **Please be sure to use a different outlet for each pot.**
- Get the **tea** water ready to heat; plug it in just before the service begins;
- Set up tables in Fellowship Hall. You'll need three or four.
- Set up six chairs along the walls.
- Fill a white pitchers (with covers) with **cream** and / or milk, leaving them in the refrigerator until after the service;
  - Look for cream and milk that is already opened. If you need to open a new container, please write the date on the carton. You'll see a sticker that says "SH" where you can add the date. A half gallon of cream and a quart of milk is plenty.
- Pull the **sugar** bowls, **hot cocoa** and stirrers out of the cupboard by the door to Fellowship Hall; get out the tea as well;
- Fill a few pitchers with **water**.
- Put out glasses next to where you'll put the drinks;
- Put out the **mugs**, sugar and stirrers next to where the coffee pots go;

- Put out some napkins on each table. You'll find these in the tall red cabinet as you come in the door. Please use open packages first;
- Have the **snacks** on the counter in the middle of the kitchen ready to go as the service ends;
- Place **trash** can near kitchen door and open half door near dishwasher for people to return their dirty dishes;
- Set up a few card tables with chairs for folks who have trouble standing.
- **Plan on leaving the service before the final song to get everything out on time.**
- Please make a plate of snacks for Michael; he doesn't make it into Fellowship Hall on time to eat.

### Clean up –

- Prepare the dishwasher; instructions are right next to it;
- Wash out the coffee urns; empty and wash the hot water urn, creamers and pitchers.
- Wipe down the counters;
- Put away the tea and sugars;
- Wipe down the tables; put the chairs, the card tables and the trash can away;
- Put dirty towels in the laundry basket, on the counter, near the dishwasher;

### You'll find

- Coffee and tea, along with directions in the upper cupboard near the stove; if you need more coffee, unopened bags are in the lower cupboard, near the stairs;

- Hot cocoa, sugar and stirrers in the upper cupboard near the door to Fellowship Hall;
- Milk, creamer and open juices in the refrigerator, on the right hand side, all marked with an “SH”; extra juice is on the floor, right next to the refrigerator;
- Smaller glasses are on the counter, near the refrigerator, paper cups are in the red cabinet;
- Mugs are on the counter, closer to the dishwasher. Please make sure the yellow visitor mugs are put out as well;
- Paper goods are in the tall red cabinet near the hallway;
- Baskets are above the cupboards, near the stove;
- Towels to line the baskets are in the drawer near the stove.

**PLEASE BE SURE TO TURN OFF BOTH THE MASTER  
AND HEATER SWITCHES ON THE DISHWASHER  
BEFORE YOU LEAVE!**