

WINTER COFFEE HOUR

- **TABLES** (with cloths) will be setup for your use in the Parish Hall.
The coffee and tea urns will also be set out and perking.
- **BRING** – please bring these suggested quantities:
 - ❖ 5 coffee cakes, muffins, bagels, donuts, etc. (adult and child oriented)
Please put doilies on cake trays. They are in a box on the window sill.
 - ❖ 1 gallon fruit juice
 - ❖ 2 quarts whole milk – for coffee
 - ❖ Put 2 pitchers on the table to start
 - ❖ Flowers/centerpiece – optional
 - ❖ Plastic bags for leftovers
 - ❖ Your own kitchen towels for cleanup
- **PROVIDED**
 - ✓ 100 paper coffee cups
 - ✓ 40 paper juice cups
 - ✓ Napkins
 - ✓ Paper doilies
 - ✓ Platters
 - ✓ Juice pitchers
 - ✓ Milk pitchers
 - ✓ Sugar and “Equal”
 - ✓ Coffee and TeaAll of the provided items are in the kitchen cabinets.
- **PROCEDURE SUGGESTIONS**

Arrive to prepare at **9:30 AM**
Leave service before last hymn to put food on table
- **CLEANUP**
 - ✓ Wash platters and pitchers, please, and return the sugar bowls, etc. to the proper cupboards in the kitchen.
 - ✓ The sexton will take care of the urns and tables.

Thank you,
Your efforts make the refreshments after the service a pleasure for everyone.

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