

Centerport Garden Club

HOSPITALITY COMMITTEE "TO DO" LIST

1. **10 AM working With Committee Members** – empty closet of:
 - a. dishes and cups – stored in boxes
 - b. 2 urns: one for coffee; one small for tea
 - c. 3 white lace tablecloths-for overlays
 - d. 3 colored plastic tablecloths for underlays (your choice of colors)
 - e. utensil container
 - f. 2 silver coffee/tea service sets and 2 silver trays
 - g. plastic water pitchers
 - h. dish towels
 - i. containers for stirrers, plates for lemons
 - j. coffee, tea, sugar, stirrers
2. Prepare Coffee and Hot Water for Tea immediately.
 - a. **Coffee instructions:**

4 1/2 cups coffee makes 48-50 cups;

1 lb. coffee makes 60-65 cups.

Pour COLD water into urn, add coffee to basket and start coffee right away. It takes one minute per cup.
 - b. **Tea instructions:**

Pour cold water in tea urn and plug in to heat water.

Tie together 18 decaf tea bags. Hold aside.

10 minutes before serving, place tied tea bags in hot water.

Steep for about 5 to 8 minutes (tea will be strong).

Tea should be ready to transfer to silver tea pots.

In the meantime, have water boiling on stove to replace water used for first steeping. If tea bags are still strong, re-use for second tea batch and add a few more fresh bags for brewing.

More people drink tea than coffee, so it is important to have hot water that has boiled on the stove.
3. Slice 2 to 3 lemons for tea. Place on small plates with small servers.
4. Put tablecloths and centerpiece on table.

5. Set table with tea & coffee service sets on trays, one at each end of table. Arrange napkins, plates, cups, sugar, milk, stirrers & lemons conveniently at both ends of the table.
6. Committee should quietly start putting platters of food on tables close to end of guest speaker's presentation. Food platters should be divided so that two lines will each have same selection.
7. Prepare plates of food for the Ways and Means Committee as they have no time to stand in line. Also prepare a nice plate of food for the Guest Speaker. Set these plates aside and present at the appropriate time.
8. Assign 2 women to serve coffee and tea, 1 at each end of the table.
9. Assign 2 women (1 at each end of the table) to check on the coffee, tea and milk refills as needed.
10. Assign 2 women to help with the food on the table. If there is any extra food in the kitchen, refill the empty platters or combine food on one or two platters as the food is taken. Try not to leave any empty platters on the tables.
11. As the members appear to have finished up, go around and collect empty plates and cups. Most women will bring in their own dishes, but it's always a good idea to get a head start on washing the dishes.

CLEAN UP

Dishwasher: Flip the switch to "on". The switch is on the bottom in front.

Run through cycle once without dishes to get water hot. When finished, load glass dishes. Dishwasher detergent goes in the indentation on the inside of the door.

Additional clean-up:

1. Hand wash coffee/tea pots and urns, serving platters and all items that you cannot put in dishwasher. Only glass plates and cups are to be put in dishwasher. (No silver items are ever put in dishwasher.)
2. Wipe the plastic tablecloths, dry and fold neatly. Store in their respective container. If the lace tablecloths need washing, please give to one of the Hospitality chairs.
3. Give the used washcloths and towels to Hospitality chairs for cleaning. Do not put back in closet.
4. The kitchen should be left neat and tidy.
5. Make sure that all items are returned to the Hospitality closet exactly as found. Please keep it neat for the next Hostess.