

## Hospitality Coordinator Responsibilities for Monthly Member Program

### Tables and Chairs

6 tables are needed:

2 for Mini Show, placed in front of south wall

1 for Refreshments, placed in southwest corner near kitchen

2 for Art Demo, placed in front of west wall

1 for member name tags, placed in front area opposite front door

**4 heavy tables are left out permanently, so only 2 tables need to be brought out from the closet by Hospitality Team**

### Refreshments and Mini Show Tables:

Put a table cloth on each of the above tables. (Tablecloths are kept in a container above the kitchen cabinets.)

Refreshments table should be set with paper plates, napkins, cups, and water pitcher. (These supplies are kept in the kitchen.) As members bring in donated food, direct them to put it on the Refreshments table.

Mini Show table needs 4-5 table easels (kept in bottom level cabinet, south side). Make small paper squares for voting using printer paper in cabinet. Put out little baskets for pens and votes. Put plaques with numbers by each easel (in kitchen cabinet).

During the meeting's opening announcements at 6:00, count the votes and determine the winner. Be ready to announce the winner when called upon. Hand the winner a \$10 check (written/signed by Sandy ahead of time.). An audio-visual team member will take photo of the winner and his/her artwork.

**End-of-meeting Take-down:**

**Bring out the rack that holds the chairs that were used. Call loudly for members to help put away chairs (except for 8 to be left out permanently).**

**Pick up leftover food and dishes needing to be washed. Wash those and clean up kitchen.**

**Take trash to outside bins behind the building.**

**Turn off lights and secure both doors.**