

Hospitality Team Responsibilities

Details of Set-Up for Monthly Member Programs

Set up tables and chairs which are located in closet to the left of entryway.

Since there are always 4 tables and 8 chairs left out, the Hospitality Team will only need to bring out 2 tables and 27 chairs for the meeting. Please use the ones already set up in the big room and make sure 4 heavy tables and 8 chairs are left out after our meeting.

Specific table uses:

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

Refreshments and Mini Show tables:

Drape table cloths over the refreshments and mini show 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 announcements at 6:00, count the votes and determine the winner. Be ready to announce the winner when called upon. The Audio-visual team member will take photo of the winner and his/her artwork. Obtain the \$10 check from Sandy and give to the winner.

End-of-meeting Take-down:

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

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.