

PWC - Hostess Check List

1 Week Prior to Meeting

Lead Hostess: contacts other ladies signed up for the month to coordinate refreshments
confirms head count for meeting via Punch Bowl email or VP's email

Day of Meeting

Set-Up

- Please try to arrive before 1:00 (30 cups of coffee takes 30 minutes to brew)
- Get PWC supply container from back storeroom
- Start making coffee, if you are serving coffee (*instructions in plastic container*)
- Have beverages available on kitchen by-pass counter by the start of the meeting
- Set food out on gray high-top tables - and cover (or refrigerate)
- Set out paper goods and utensils
- Set out sign indicating refreshments are served at the break

Break

- Uncover food (or retrieve from frig)
- Check on beverages

Clean up (at conclusion of meeting)

- Ensure that all trash is removed from tables and counters
- Wash coffee carafes
- Clean up any spills
- Tidy up kitchen area
- Sweep floor
- Refer to clean up sheet on kitchen wall for trash, etc.

What is available at Park Place for serving refreshments

A PWC plastic storage container in back storeroom is labeled and contains ...

- | | | |
|-----------------------------------|----------------------------|----------------|
| Coffee cups | Cold drink cups | Napkins |
| Coffee stirrers | Small paper plates | Potholders |
| Coffee (regular) | Plastic flatware | Measuring Cups |
| Coffee (decafe) | Regular & Decaf Signs | Plastic wrap |
| Framed sign for refreshment table | Refreshment table cloth(s) | |

Park Place provides ...

- Use of the coffee makers and carafes (*instructions in plastic container*)
- Coffee filters
- sugar, sweeteners
- powered creamer
- Temporary refrigerator space

What you should bring for serving refreshments

Beverages

- Water (bottled) or filtered and serving pitchers
- Any alternative beverages and vessels for serving
- Half & Half or creamer if you don't wish to serve available powered creamer

Food Items

- Covered wrap for food - until time to serve
- Serving utensils
- Small sign indicating what food is (only if necessary)

(Optional) Decorations and/or themed paper goods