

Cold Breakfast Procedures

Arrive 6:20-6:30

Set Up - (Wilbur, Jesse and Monica usually do this very early)

___ Set out 40 small plates and napkins on side tables in Fellowship Hall.

___ Cream cheese should be put out on one or two paper plates. Put out limited quantities of cream cheese and butter/margarine, and supplement as breakfast proceeds.

___ Put one stand (with a numbered card) on each table.

___ Receive gift cards from Pastor Dave or Ian. Immediately provide the Giant gift cards to Wilbur, Jessie, Monica, and Rosario before we open the doors to registration.

Registration

___ Set up registration table near entrance.

___ Registration sign in sheets and number cards are in a plastic box kept under the counter in the Annex. Bring out, sort registration cards and sign in sheets according to the number of volunteers doing registration (two volunteers: one gets numbers 1-10, the next gets 11-20, etc.).

___ Find working pens for guests to sign in. I recommend two (2) pens and a couple of spares in case a pen has/will run out of ink.

___ 40 guests receive one numbered guest card each.

___ Volunteers sign in on separate 'volunteer' sheet.

Bread- (Again, Wilbur, Jesse and Monica usually have this all done early, but here's a run down on how things should be set up)

___ Bagels: put bagels (in fridge) on trays and put on tables along the outside wall in the Fellowship Hall. Put out bagel slicers, tongs, butter/margarine and cream cheese.

___ Pastries: set out on trays in Fellowship Hall with tongs.

___ Uncut loaves: cut these to manageable size (will fit in brown lunch sized bag), and put bread in large bowl.

___ At about 7:40, bowl with bread can be put out (with tongs) for guests to choose from. Give out brown lunch bags to guests for loose bread. Many guests bring their own larger bags. Monitor bread bowl to ensure that all have an opportunity to choose surplus bread. Brown bags are on shelving unit in kitchen near the door to fellowship hall..

During Breakfast

___ One person calls tables randomly (except we usually call tables with kids first).

___ If there is milk in fridge ask children if they want some. Serve in the paper cups.

___ One pastry per guest to start. Bagels and bread can be had in addition. At least one volunteer monitors bread/pastries to make sure this courtesy observed. After all tables have been called, guest can take more as desired.

Post Breakfast

Ian will announce that guests may go upstairs at 8:00 AM. Remind them that they need to stay inside the building and that smoking is not allowed on the front lawn.

That's it! Thanks for your help!

Kathy and Cathy