

Refreshment Requirements

Monthly meetings (every third Monday)

Call or e-mail Joey weekend before meeting to remind her to leave open dividing doors and put out 2 trash cans w/liners

Call security Sunday night to remind them to open Clubhouse upper level at 8:00 Monday AM

Stop by security Monday AM to pick up key to storage room in basement of CH

Arrive by 8:00 am so coffee has time to be prepared & ready.

Provide the coffee and hot tea and all supplies involved (paper products, cream, sugar etc.)

Approx. time - 5 hours

July Picnic

Submit request for use of grill (thru maintenance) and pick up the knobs from security in AM day of the picnic

Order and pick up food provided by AARP (hamburgers, hot dogs, buns, condiments, water)

Have cold drinks made and available at picnic (lemonade and iced tea)

Approx. time - 4 hours - day of picnic

3 hours - prep and planning

Nov Bar-B-Que

Provide coffee and lemonade throughout day of election.

Start in AM but needs to be replenished early in PM

Approx. time - 2 hours

Dec Pot Luck Luncheon

Provide coffee, hot tea and water

Approx. time - 4 hours

Condense this any way you wish but these are my duties. Ann and Alice do the decoration parts for the July and Dec. events. I currently have most things stored in my garage but there are cabinets at the Clubhouse for AARP to use.