

# Hosting 101

Want to host a Wednesday coffee or Friday potluck, but don't know what's involved?

*Here are the basics...*

## Coffee Host

**[Office Building: Coffee 9:00 to 10:00]**

### Before 8:30

- purchase donuts (you will be reimbursed promptly)
- make coffee; put in pump containers; make a second pot
- get bagels and bread out of refrigerator; get toaster out of cupboard
- get condiments out of cupboard and set out cups, plates, napkins, and stirrers

## Potluck Host

**[Clubhouse: 5:00 social; 6:00 dinner]**

**Pick up keys from Patricia, see contact information below**

### At 4:30:

- unlock doors; turn on lights
- plug in Bunn coffee maker; needs 20 minutes to heat before making coffee
- set serving table with plates, silverware, napkins, and pads for hot dishes
- place donation can on serving table

### After dinner:

- turn on dishwasher; needs 30 minutes to heat before using
- wash and put away dishes, silverware, glasses and cups
- turn off, drain and clean dishwasher
- check kitchen, unplug coffee maker, and wipe off serving and dining tables
- turn off lights
- lock doors

**See what it's all about! Come to a coffee or potluck! If you sign up to host or hostess a coffee or potluck, a seasoned host or hostess will help you!**

**Detailed instructions are posted in the kitchen**

### Contact Information:

**Patricia Kazarow, Lot 213, 507-469-1587**