**Hospitality**

**Monthly Supplies Team Responsibilities**

MONTHLY CHAIRPERSON

1. The MONTHLY CHAIRPERSON is responsible to call/email/text the volunteers for their assigned month via email/text/phone the week prior to the meeting. He/she will coordinate who can do set up, clean up, welcome positions and remind members to bring a food dish to share. Currently, the thought is the dish should be the size of a large casserole dish. The monthly chair should contact Hospitality Chairperson for any concerns.
2. An effort will be made at the monthly meeting for the monthly chairpersons to be assigned in June of the previous year. This includes everyone having a date assigned to bring a dish the next year. This list will be published in the yearbook. We will bring out the list again in Sept and Oct to add additional people to give others the opportunity to participate as well as assuring we have enough food.

The following is a list of the team responsibilities. The monthly chairperson and his or her team are **totally** responsible for setting up and cleaning up and the food. It is the monthly chairperson’s responsibility to assign tasks to the team as listed below and make sure the room is appropriately prepared and cleaned. The hospitality chair as well as the inventory supply person are **not** automatically part of this team. They can be contacted for assistance. Currently, the speaker chairperson is responsible for locking the door to the building.

**Monthly Team Set up and Cleanup Procedure**

1. Everything you need is in the Childcare room next to the Men’s room in the hallway.
	1. On the top shelf of the storage cart are 2 coffee pots (one used for coffee and one used for hot water for tea). One water container and a clear bin with plates, napkins, tablecloths, and plastic silverware.
	2. On the bottom shelf of the storage cart are 4 bins. Bins have a list of their contents taped to the outside.
		1. Extension cords
		2. Cups, enough for each meeting
		3. Pens, notepaper for drawing, name tags, 2 green tablecloths, guest book and sunshine book.
		4. Beverage condiments, serving spoons, sugar, tea, coffee and salt and pepper
2. Put the Open Gate Garden Club sign outside the meeting room door. Leave the Garden Tour sign in the closet.
3. Load up the utility cart with the bins and push it across the hall to where we have our meetings. The food and beverage area is along the west wall as you enter the room.
	1. Cover food tables with plastic tablecloths.
	2. Place the name tags on the table to the left of the door and display items on the right.
4. **Start both coffee and hot water at 5:15.**
	1. Load the coffee pots and the water container on the utility cart and take to the kitchen area to fill.
	2. Add ice to the stem of the water. The chair brings a sliced lemon to add to the water
	3. Add water to both coffee pots.
	4. Set up one of the containers with coffee.
	5. Return to the meeting room, remove pots to the table and plug in both coffee pots and turn on. **Important to turn pots on no later than 5:15.**
	6. Place water container on the opposite end of the coffee table.
5. Place sugar, creamer, teas, foam cups, napkins, and spoons on the tea/coffee/water table. Place a small paper plate under the dispensers.
6. Place clear plastic cups by the water dispenser.
7. Place two trash baskets, one at each end of the food tables. You may need to find them in the kitchen.
8. Set up the food tables as guests arrive.
9. Cleanup
	1. Empty the grounds/liquids from the urns and water container, rinse, dry, and return to shelf.
	2. Wash the club’s serving spoons.
	3. Wipe off the food and guest tables.
	4. Save any tablecloths that are not wet or damaged.
	5. Return all items to their appropriate bins and return them to shelf.
10. Alert supplies coordinator of any immediate supplies need.
11. Great members and guest.

Assist them in getting their badge, sign in for drawing, help bring in food and etc. and encourage people to sign up to help for club activities.

**Inventory supply Coordinator**

Maintains our supplies closet.

**Inventory of Supplies**

* Tablecloths- need 4 per meeting (Sams $4.77 for package of 6)
* Plates-6 7/8” (Sams $10.88 for 300)
* Forks-(Sams $8.72 for 300)
* Spoons-(Sams $2.68 for 200)
* Cold cups-(Sams)
* Dry Cream- (Walmart $5.48)
* Sugar packets
* Tea
* Stir Sticks (Sams $1.37 for 250)
* Napkins (Sams)
* Decaf coffee (watch for sales)

**Hospitality Chair Responsibilities**

1At the June meeting, members will sign up for monthly hospitality volunteers. Each table will be given a signup sheet, assigned a month and a copy of each sheet will be given to the yearbook chair to include in the yearbook and a copy will be sent to the monthly chairperson. At the September and October meetings the lists will be put out again for members not in attendance at the June meeting to sign up. It then becomes the chairperson responsible for completing the list.

* 1. December Holiday party volunteers do the setup and clean up

2Contacts monthly chairperson to go over any questions or concerns about the upcoming meeting.

1. Maintain inventory if there is no supplies coordinator.
2. Communicate monthly volunteers to the Newsletter chair.
3. Attends board meetings.