The Open Gate Garden Club

Summer Garden Tour Job Description

**Refreshments**

**Duties of the Refreshment Chairperson**

The Refreshment Chairperson is responsible for forming a committee of four people to set-up and serve refreshments to visitors at the Annual Summer Garden Tour.

* Send letters, and Friday tour and afterglow invitation to Committee Members on date specified on the letters.
* One week prior to the tour, call each member to confirm plans.
* Purchase cookies, fruit, lemonade, water, ice, cups and napkins.
* Bring trash container and liners
* One 5-gallon lemonade cooler and water cooler will be delivered by the Garden Set up team (Gazebos, water and coolers)
* The Refreshment Sign will be delivered by the Directional Sign Committee and can be found at the Host table.
* Pick up bin with all serving supplies from Tour Coordinator
* Supervise table set-up in gazebo.

Keep the 4 foot tables separated - one for cookies, one for beverages

Keep Cookie Table in the shade.

**Duties of the Refreshment Committee Members:**

**Morning Workers**

* **Arrive by 9:30.**
* Set table, make lemonade, serve cookies, and display sign. Please be sure to wear plastic gloves when handling cookies. Plastic tongs are provided.
* Smile, and enjoy the day!

**Afternoon Workers**

* **Arrive at 1:15.**
* Maintain refreshment table
* Bring emptied coolers, cookies, sign to designated area at the end of the tour.
* Please leave gazebo and tables at site.
* Tablecloths, cake dishes, napkin holder, etc. are to be returned to the Refreshment Chairperson at a designated place and time. Refreshment Chairperson to take home, clean and return to Tour Coordinator at designated time.