

CHECKLIST FOR BLUEBONNETS ON REFRESHMENT DUTY

BEGIN SETTING UP BY 7:00 PM	
STORAGE AREAS	
<ol style="list-style-type: none"> 1. <u>Cupboards</u> located in the hallway on the east side of the kitchen contain Styrofoam cups, napkins, plastic knives, forks, spoons, coffee supplies, coffee pot, tablecloths, club banners, bulletin board items, etc. 2. <u>Drawers</u> on the right, as you enter the kitchen from the Great Hall, contain towels, washcloths, and serving utensils, among other things. 3. Water containers and lids are in the pantry, adjacent to the ice machine on the far side (east) of the kitchen, past the island/sink. 4. Vacuum cleaner is located in the closet in the east hallway, far side of the kitchen. <u>It can be plugged in beneath the water fountain.</u> 	
*** EACH MEMBER SHOULD BRING 2 DOUBLE RECIPES OF FINGER FOOD ***	
BEFORE THE SQUARE DANCE	
<p>Set up following white plastic tables (which are stored in room at rear left of the hall):</p> <ol style="list-style-type: none"> 1. 1 – Round table at right rear of hall for purses and packages 2. 2 or 3 – Rectangular tables at rear center of hall for coffee, and snacks (cover with tablecloths). 3. 1 – Rectangular table for Caller (Assist Caller in set-up & take-down if needed) 4. 1 – Rectangular table at front right of hall (by entry door) for Treasurer 5. 1 – Rectangular table at front right corner for sign-ups and cards 6. 1 – Rectangular table in entry hallway for brochures and notices of other events. 	
<p>Coffee – Fill the coffee pot with 30 cups of water (1 ¾ cups of coffee) for regular dances. For expected large crowds, fill the pot with 42 cups of water (2 ½ cups of coffee). The coffee pot can be placed in the center of the snack tables – on a cookie sheet – and plugged in under the table. It takes approximately 30 minutes for coffee to brew so it should be started early.</p>	
<p>Water – Fill two plastic cylinders (ones with spouts) with ice (from the ice machine) and then top off with water. Lids for these are usually on shelf above containers. Don't forget to close the ice machine lid and replace the ice scooper on top. Find plastic stands (in the pantry by ice machine) to place the water containers on. Put these stands and containers on cookie sheets (found under island counter in kitchen) and then place these on one of the carts. The cart will be placed adjacent to snack tables.</p>	
<p>Fill blue or white Bluebonnet cooler with ice and place on snack table.</p>	
<p>Put at least one CLEAN trash container (from the kitchen) at back wall beside tables.</p>	
<p>Put out plates, utensils, coffee cups, sugar, creamer and snacks on the two (three) tables in the rear of hall.</p>	
<p>Set up chairs along both sides of the Hall</p>	

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	DURING THE SQUARE DANCE	
	<p>Be sure to monitor the supply of ice and water. There will not be a need to prepare additional coffee. Check the supply of snacks and refill as needed (and available). Watch for spills or other needed clean-ups</p>	
	AFTER THE SQUARE DANCE	
	Those providing refreshments are responsible for clean-up.	
	<ol style="list-style-type: none"> 1. This should begin at the start of the last tip. 2. Return all tables to the storage room. 3. Place all chairs on the racks. 4. Clean and dry all utensils and serving items and place them back in appropriate locations in the kitchen or pantry. 5. Move all trash containers into the kitchen. The custodial staff will dispose of contents on a normal dance night. 6. Dry mop (found in closet at front left of Hall by glass exit doors) the Great Hall and pick up the debris with broom and dust pan (usually found in kitchen near large sinks). 	
	Vacuum hallway between Great Hall and kitchen.	

All directions are from the perspective of the caller looking out into the dance hall.