

What is involved in doing a coffee morning:???

- 1) Set a date with the Coffee Morning Coordinator and obtain a package containing detailed information for hosting a coffee morning.
- 2) If needed, the coordinator will come to you approx. 1 ½ weeks ahead and go over everything you need to know.
- 3) On Saturday or Sunday before coffee morn. Put up the 4 signs indicating that coffee morning is the next Saturday.
- 4) Recruit approx. 5-6 people to help out. One to purchase any groceries needed Two at the door for \$1.00 payment and 50/50 draw and three in the kitchen and set-up for tables/food ect.
- 5) Balance amount of money brought in, including the ½ of 50/50 draw (balance sheets available) and reimburse the team members for their groceries.
- 6) Clean up kitchen (instructions in booklet) & put tables and chairs away if needed.