

COFFEE ROTA

Please try to arrive no later than 7.15pm (earlier if possible).

It is not necessary to bring anything, however some members do bring the odd packet of biscuits.

If not already on, fill boiler to just below the “max” line, using the tap above it. Make sure the outlet tap is off and place the large teapot under it – **this teapot is used for the coffees, and is kept beside the boiler.**

Put the boiler plug into the left hand socket on the wall and switch on, then turn boiler switch to ‘**Number 6**’. **Also, open the window wide and close the door.**

From Photo Club wall cupboard get out the box with teapot, cups etc.

From drawers and cupboards under worktop get out teaspoons, 2 large plates for biscuits, 2 jugs for milk, 3 bowls (2 for sugar and 1 for money).

Visiting Speakers or Judges will need a cup and saucer and biscuit plate.

Set out cup holders with plastic cups - 25 each for tea and for coffee.

Put a spoonful of coffee in cups on right hand side.

Put 6 tea bags in teapot (add 2 more when necessary).

Put out container for money with 50p notice alongside.

Place biscuits out on plates - pour milk in jugs - put sugar in bowls – then put these on the tables in the hall, with teaspoons near the sugar.

If there is a visiting Speaker or Judge, check if they would like a glass of water and whether they would like tea or coffee at break time.

Now we have a new boiler – you do not have to check it prior to break time.

At break time - turn off and unplug the boiler, and close the window.

When everyone has had their drinks - wipe table top, the tables and wash dirty dishes. Put everything away where you found it, and leave the kitchen neat and tidy. Someone will take home any left over milk or biscuits.

At close of evening - check hall for forgotten cups. Put dirty cups into waste bin.

RAFFLE ROTA

Sell raffle tickets (provided by Ray & Jean Knighton) at 50p each.

Towards the end of the break, pass the money collected to the treasurer. Fold each counterfoil in half in the collecting box. Leave this on the front table, ready for the Chairman to draw at the end of the evening.