Hospitality Coordinator

Prior to show, inventory supplies, and replenish as needed.

- Coffee - Check to be sure there is enough (1 full 3-lb. can of caffeinated and decaffeinated.) Purchase more as needed.
- Inventory Individual creamers, sugars, teas, hot cocoas, etc.

Snacks

- If you are ill, do not handle any drinks or food.
- As you arrive, members shall deposit all snacks "Outside" of the kitchen on the bar/pass through areas. ***Please do not enter the kitchen. The head hospitality chairs will set snacks out. When it is "Your Volunteer Time", please do enter the kitchen.***
- **All snacks must already be pre wrapped before the show,** or individually pre-wrapped from the store where they were purchased. If you wrap your snacks, please no more than two cookies or snacks per wrap so we have enough for the weekend. If you bring items you made at home, please consider securing a food handler permit (ask administrator for details. Please do not bring in packages of cookies for the Hospitality Team to wrap as they have their booths to care for and time is limited for all.

Hot Beverages

- Regular and Decaffeinated coffees must be kept separate and labeled.
- Carefully check to see how full the contents are on each coffee machine. If low, please refill. Training will be encouraged so we can all help. If problems occur consult the hospitality chair or a board member and they can direct you to someone who can help you.
- Teas, Hot Cider and Hot Chocolate (Regular and Sugar free)
- Creamers, sugar, stir sticks and napkins restocked

Tablecloths

- Tablecloths should reach to the floor, and be of solid color.

Restock as necessary

Clean Up

- Keep tables clean from wrappers and crumbs.

- Wipe down coffee drips from the bar/pass through and tidy stir sticks, mini creamers, wrappers.
- Coffee pots emptied and readied for Sunday.
- At the end of the day, all trash must be emptied out the side/back doors,