



## Fellowship Hour Hosting Checklist

### Week Before Fellowship Hour

- Recruit volunteers
- Bake or purchase snacks (REMEMBER NO NUTS!)
- Email or call volunteers on Friday to remind them to bake or purchase food items

### Morning of Fellowship Hour

- Arrive by 8:30 AM
- Check all food for nuts, put anything with nuts in your vehicle
- Always wear gloves when handling food
- Put food on platters
- Ensure a basket for donations is on table, ask if you cannot find one
- Food put on the table cannot be taken back into the kitchen
- Clean tables and coffee area in between services to keep it looking nice

### Cleanup Checklist (After 11:00 Fellowship Hour)

- ☐ All food must be properly stored, taken home or thrown away. Remember any food put on the table cannot be taken back into the kitchen
- ☐ Empty and clean coffee urns and put any coffee related items (sugars, creamers, etc.) away
- ☐ Wipe down tables using spray bottles and dish cloths
- ☐ Wash all plates, platters, coffee cups and silverware and put away
- ☐ Put monetary donations in an envelope and into the safe in the office
- ☐ Turn in any food receipts to Darlene Janke for reimbursement