



DUTIES OF EARLY FORD V8 CLUB REFRESHMENT HOSTESSES

1. Each hostess will be asked to bring both a 2 lt. bottle of soda plus a snack. Hostesses need to discuss at prior meeting their responsibility for bringing which flavor of soda. The choices should include one of either diet or regular Coke/Pepsi, root beer, 7-Up/Sprite, Orange or Squirt with each choosing a different one so there will be a variety for the members. The snack can be either sweet or savory at the hostess' discretion.
2. Hostesses should be at the meeting hall approximately an hour early to set up room and get coffee going. They will need to move two tables to refreshment area; one for coffee and pop and one for snacks.
 - a. Get out two tables from conference room
 - b. Cover tables and get one set up with coffee cups, sugar, cream, the soda with cups and ice, and napkins.
 - c. Set up second table with napkins and/or plates for snacks
 - d. Coffee pots (both regular and decaf) should be prepared in the kitchen and brought to the coffee table and plugged in ASAP.
3. After the meeting, the hostesses need to empty and clean the coffee pots, empty all trash cans and put in new bags, move snack and coffee tables back to conference room. Make sure the floor is swept and counters are wiped off
4. We need approximately 32 hostesses a year so no one will have these duties more than once a year. It will be the responsibility of each hostess to find a reliable replacement if something comes up and they have to miss the meeting they have signed up for. Let Lisa know, if for any reason, you won't be able to carry out your duties for the meeting and who your replacement will be. Also, if you are unable to locate a replacement, let Lisa know and she will make sure you are covered.
5. Feel free anytime to call me with any questions or to discuss any issues you may have.

Thank You All!

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