

## North Star Quilters Guild Hostess Notes

*Updated August 2016*

Thank you for volunteering!

We have a new location for meetings as well as many new members, so we feel this is a good time to remind everyone on what to do to hostess.

- 5-6 members are needed to affordably feed 65 to 75 attendees. If you sign up to be hostess and cannot attend, please find a substitute.
- Suggestions for food are cookies, bars or muffins; fruit and juice; cheese and crackers; and nuts (these are only suggestions, you are the hostesses and you decide what you would like to serve).
- Arrive by 8:30 or 8:45 to start making coffee. The switch for the large coffee maker is in the fuse box on the back wall. It must be turned on or the coffee maker will not work. It takes up to an hour to warm up before coffee can be made. For decaf use the smaller coffee pots. Use the church coffee filters.
- Coffee and treats should be served at 9:30 and may be left out for 11:00 break (afternoon workshop is not included).
- Do not use church supplies. NSQG will provide coffee, sugar and creamer, cups (for coffee and juice), small plates, napkins and forks. NSQG supplies are kept in the rolling guild cabinet in room 2. Where possible, all NSQG supplies are labeled. You may use church trays and cutlery (large spoon, forks, spatulas, etc.) for serving.
- Clean and put away any items belonging to the church. Drain and turn off the coffeepot and fuse box switch. After cleaning, place any NSQG supplies on the front counter so they can be put away. (This will allow Donna and Vicki to see what needs to be replenished).

Contact one of us or the guild at [nsquilters@aol.com](mailto:nsquilters@aol.com) if you have questions.

*Vicki and Donna*