

RCFC Lunch Set Up - Lincoln Center

Set up shift is from 10:45 to 11:30 on the selected Wednesday, Noon Lunch Day.

Today's volunteer is: _____

PLEASE CHECK OFF ITEMS AS THEY ARE COMPLETED

- Help Sandra bring supplies from car-- currently: Rotary bell & heavy banners (Need tall person to put them up). She arrives at 11:00
- Make sure serving tables have room to serve from both sides.
- Place white plastic tablecloths on tables **COVER SERVING TABLES FIRST!!!**
 - _____ 2 rectangular on Serving tables – along West wall
 - _____ 10 Round tables
 - _____ Place 2 “Late Seating” signs on 2 rear tables (left side of room). Keep Lincoln Center’s metal Reserved signs at the Welcome Table for committee use.
- Food will be delivered around 11 am. Keep food covers for re-use. **IF** vendor fails to provide paper products or utensils, use emergency supplies. **IF** vendor doesn’t supply lemonade or iced tea, get pitcher(s) from LC desk & make Lemonade and/or tea using instant packets provided.
- Set up Keurig coffee maker & supplies
 - _____ Fill Keurig water container & fill pitcher with extra water—place at far-left end of serving table
 - Place directions in front of Keurig
 - Place sweeteners (3 types) in 3-compartment container
 - Place creamers & sticks in 2-compartment container
 - Place Keurig pods in large container
 - _____ Turn on Keurig @ 11:30 to heat water. Add water when low
- Lincoln Center provides water & ice. Place water between food & Keurig. Place ice between cups & water. Take water cups from side storage & place them in front of water container. Coffee cups are for coffee users only. **Monitor coffee cup usage.**
- Dessert platter. Place sign in front
- If vendor has burners to keep food warm, cover/turn off at 12:00
- Make sure Lincoln Center staff has put trash cans at end of buffet line (after coffee) as well as cans by main exit door.....
- _____ **GIVE CLEAN-UP SHEET TO TODAY’S CLEAN-UP VOLUNTEER:**

If there is no Rotarian to take food to Catholic Charities, make an announcement at today’s meeting during “Announcements”