

## 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
- 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” and “Reserved” signs on 2 rear tables (left side of room)
- Food will be delivered around 11 am. **IF** vendor fails to provide paper products or utensils, **IMMEDIATELY** contact Kathy Nicol (970/215-1543). She has emergency supplies in her car and will bring them into the Lincoln Center.  
**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 between food & Keurig. Take water cups from side storage & place them in front of water container. Coffee cups are for coffee users only.
- Dessert platter. Place sign in front
- 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:**  
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