



COFFEE HOUR INSTRUCTIONS

Making Coffee and Tea Water

- ✓ Place the metal tube in, then fill urn to 40 cup level with cold water
- ✓ Place basket on metal tube
- ✓ Add 2½ cups of coffee to the basket and cover. Coffee is in the cupboard or the refrigerator. **For 36 cups use 1½ cups of coffee**
- ✓ Plug in power strip and press on button on strip.
- ✓ For tea water, fill the smaller urn to the ½ level and plug in.

Bring or check to be sure is in the kitchen:

- ❖ Provide: Half & Half, milk, if none in refrigerator.
- ❖ Lemonade and ice tea mix are in the corner cupboard. Make ½ gallon and chill in refrigerator.
- ❖ Goodies: Bring one or two items of baked goods, fruit, veggies, cheese and crackers.

Setting Up Coffee Hour

- ✓ On table with coffee/tea/juice place sugar bowl with spoon and sugar substitute. Set out an array of teas. Put on a small tray the half and half, and milk. Place two trays of coffee mugs and cold drink paper cups on the table.
- ✓ On table in center of room place napkins, small paper plates and toothpicks as needed.

THANK YOU !

Contact the office
with any questions

576-4711

