

# KVCC COFFEE HOUR GUIDELINES

## COFFEE/TEA/JUICE

---

Coffee: Make 40 cups using our coffee and the guidelines on the side of the refrigerator.

Tea: In the smaller urn, fill at least halfway with water for tea.

Juice: Make ½ gallon of lemonade or iced tea from our mix and put in refrigerator to cool.

## ROOM SET UP

---

Set out 2 trays of mugs, cold disposable cups, sugar bowls with spoons, sugar substitute, tea bags, half & half or milk, small napkins, small plates, and toothpicks as needed.

## GOODIES

---

Purchase or make 1-2 items; baked goods (cookies, muffins, breads) cut into small portions, crackers and cheese, veggie tray, or cut up fruit.

**NOTE: Some people go "all out" and provide a wonderful spread. We all love that! However, this is not required and we support those who subscribe to a more minimalist approach.**

**BOTH ARE WELCOME AND APPRECIATED !!**

## OTHER

---

If you have questions or feel you could do part of the Coffee Hour, but not the whole thing, give Liz a call at the Office. She will do her best to match you up with someone.

**Questions? Contact the Church Office at 567-4711**