

## **2011 SNACK SUPPER PROCEDURES**

Thank you for providing Snack Supper!!

Snack Supper is served in the Reception Hall at 6:00 p.m. Youth and adult leaders will come up from the Lower Room (or outside) at that time. You should plan enough food for 40-50 youth and adults. Kids love pretty much anything you want to make!

Here are a few instructions and tips that will make this a fun time for all!!

1. The Reception Hall kitchen is reserved starting at 5:00 p.m. You are welcome to come prepare your meal there or if bringing prepared from home, heat up items there. There is a four burner stove/oven, plenty of refrigerator space and a freezer.
2. The Reception Hall will be set and ready for you. There should be round tables with chairs, a long table outside the kitchen to serve and long drink/dessert tables to the side.
2. Plates, cups, napkins and utensils are provided by the church as well as drinks. They are stored in a metal cabinet in the reception hall for easy access. The cabinet is located on the right hand side of the stage area (facing the stage). There is a back area behind the wall (near double doors) and up a few steps. If you are serving a meal that requires a bowl, please let us know or you can purchase them and we will reimburse you.
3. The icemaker in the Reception Hall kitchen is not working. Ice is available from the big icemaker in the back of the Family Life Hall. As you walk into the FLH, walk straight ahead across the tile floor area. There is a storage area with shelves and to your left is the icemaker. You can use one of the large silver metal bowls for ice and return it when supper is over.
4. In addition to the food, please plan to bring serving utensils, platters or other serving items you may need.
5. Snack supper is \$4. There is a Snack Supper notebook in the cabinet with a list of youth names so you can mark who is here and who has paid. If names are not on the list, please add at the bottom. If they don't have money – they can eat anyway and pay the next time. Use a check mark if paid and a circle if they owe.
6. There will be a green envelope for monies collected. Please write the amount of money on the outside, seal money in envelope. The money should be deposited into the brass vault slot on the second floor (upstairs from Reception Hall) just outside of Renee Gibson's office. There is a place in the notebook to write down total amount collected.

7. The youth will head back to the Lower Room around 6:30 p.m. There are cleaning wipes in the cabinet to wipe of tables. Facility will come and take out any trash. Please return the ice bowl to the FLH kitchen area.

8. If you have receipts, please leave them in the Snack Supper notebook and you will be reimbursed up to \$80.00. If you notice we are low on drinks or paper products, please leave a note in the notebook.

Thank you so much for offering your time, cooking talent and your love for our youth. Your presence means so much to them. If you have any questions or need anything, call Beth at 404-375-8137.