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## **Wednesday Night All Committee Night**

The setup procedure for Wednesday night All Committee Meeting is much the same as Sunday Coffee Hour with a few exceptions.

All the supplies for these meetings are in the cabinet under the island in Baldwin Hall kitchen. These include cups, paper plates, napkins, plastic forks, knives and spoons. There are also placemats in the left hand drawer of the cabinet. You can decide if you want the refreshments on the long tables or have people serve themselves buffet-style. Place coffee cups on trays so that when pouring coffee the tablecloth is not soiled. The trays are kept in a long narrow cabinet next to the refrigerator.

You will need to purchase one pound of de-caf coffee [Women's Fellowship supplies only the Sunday morning coffee] and the coffee cream as well as whatever refreshments you intend to serve. Please include some sugar-free treats for people that must abide their no-sugar diets.

The tables and chairs will [hopefully] all be set up when you arrive. If you want to set up some sort of table decorations you may, but that is up to you. You will need to set out napkins, coffee cups, sugar, and creamers and cutlery. Again, remember that it takes about an hour for the coffee to perk. You can put one pot of coffee on each table. Please place coffee pots, sugar and creamers on trays to make cleanup faster and less wasteful than using place mats. There are a few that prefer tea instead so have a kettle of hot water ready. Tea bags are in the cabinet next to the sugar and creamers.