**GUIDELINES FOR WEDNESDAY NIGHT PITCH-IN**

1. At around 5:45 PM Wednesday afternoon turn on ovens—one at 350 and one on low. Turn on coffee maker; turn bottom left and top right heaters on. Red lights will indicate the power is on.
2. Set up round tables and chairs and clean all table surfaces. Set up 1-2 long tables for the food. In mid-May, early June and September, one food table is usually sufficient; mid-June through August, two will be needed as well as another long table on the lake side for desserts. Set up a smaller round table around the corner from the coffee maker for food carriers. Have foil and plastic wrap available.
3. At about 6:00 PM, put red and white wine out on the bar (white is in the walk-in cooler, red in the pantry). Put out small plastic glasses for the wine.
4. Fill ice bin if needed.
5. Make two large bowls of pop corn to put on the tables. Set microwave timer for 2 minutes. If several appetizers have been brought, pop corn may not be needed.
6. Put food markers on the serving table(s) to indicate where the food should be put—salads, entrees, vegetables. Starting in mid-June, put number placards on the round tables & picnic tables where people will be seated. Placards are stored in a box on the floor in the pantry.
7. Put paper plates at the start of the serving line; put plastic utensils and napkins at the end of the line with conservation reminder (top kitchen cabinet near pass-through window) suggesting that people should keep their fork for dessert. Remove utensils to the kitchen when all have been served. Have small paper plates on the dessert table and spoons if needed.
8. About 6:30, make coffee—one pot regular and one decaf. Make sure the heaters for the screened water receptacle on the top right and bottom left are on. Be sure to place an appropriate **empty** coffee pot on the lower left burner. Place a filter and one package of coffee in the coffee basket and slide it into place. Pour one full pot of water into the screened receptacle; **hot water will start dripping immediately into the bottom pot.** Put out baskets with sweeteners, creamers (from walk-in cooler), stirrers and styrofoam cups (high shelf in pantry) on the coffee-maker table. In July and August, make two pots of decaf and one regular to start with. **During dessert time,** **keep checking the pots to see if more coffee is needed**.
9. On busy evenings, at the discretion of the hosts, to eliminate long lines waiting to pick up food, call people to the serving table by table numbers. At 6:50, ring the bell and ask everyone to sit down at a numbered table. Just before 7:00, put the hot foods on the serving tables. Ring the bell again and start calling tables by number, picking random numbers from the supplied box stored in top kitchen cabinet near kitchen pass-through window. You may use the kitchen microphone (top cabinet near pass-through window) to call numbers. You might remind everyone to keep their forks for dessert.
10. After the sunset, please **turn on the lights in the parking lots**.
* Upper Lot and Steps: Located on the patio wall near the restrooms. They are marked parking lot and entrance.
* Club level parking lot: located just outside the trophy room door in a weather-proof switch.
* Lower level: a switch in the trophy room.

**Clean Up – (between 8:30 PM and 9:00 PM)**

Wash table tops, put away tables and chairs, sweep deck floor if needed.

 Wash any club utensils that have been used.

 Empty and wash coffee pots and baskets.

 Return pots, baskets, creamers, etc. to the kitchen.

**Turn coffee makers off**.

 **Turn ovens off.**

 Empty all garbage cans and take garbage to the dumpster in the parking lot.

 Reline the cans with new bags kept in the pantry.

Clean up the kitchen and leave it as you found it. It is not necessary to clean serving dishes brought to the event. Those who do not want to take home dirty dishes can use the sink to clean them. Those who use the club’s glass wine glasses should wash them and put them away in the cabinet.

**Turn off the lights in the parking lot and club house and lock up. If other members are still enjoying the facilities, ask them to close up when they leave.**

**Thanks for your willingness to host a pitch-in!!**  May 2016