



## REHEARSAL REFRESHMENTS



### Instructions for helpers.

Please bring milk (about 3 pints/2litres should be sufficient) and biscuits if supplies are low. You may take the money for these from the tin which is in the box. There should be enough tea, coffee and sugar in the box but you could check the week before.

1. Ideally, arrive about 10 minutes before the start of the rehearsal to set things up. The big plastic box with our supplies lives in the cupboard in the Church- usually it will be put on one of the tables in the lounge area.
2. Setting up: you may need to clear the kitchen counter – put the Church's biscuits and goodies at the back of the kitchen area so they don't get confused with our refreshments. Mugs are under the counter, the tea-pot and milk jugs are in the cupboards indicated.

Put one of the tables near the counter for the milk, sugar, teaspoons (which you will find in a mug on the counter) and the money foil tray. Make sure you put an adequate float in this from the money tin. You can put out biscuits on the paper plates which you should find in the box and place them on the tables in the lounge area. If you have time, you could put a spoonful of instant coffee in some of the mugs in advance.

3. Rehearsal interval: leave the rehearsal to start preparing the tea and coffee when the notices are being read out. The water from the boiler is at boiling point and tea can be made directly in the big tea-pot. You will need about 6- 7 tea-bags ( people do, however, have different preferences regarding strength!). You may need to make a fresh pot or top it up if the tea is strong enough. Use a metal jug for pouring boiling water into the coffee mugs. ( this may be in the other kitchen- ask if necessary)

**The price for tea/coffee and a biscuit is 40p.**

4. Washing-up: There is now a dish-washing machine. Please gather up all the mugs and stack them in the dishwasher. Dishwasher tablets are under the sink. Turn on the machine (ask advice if you are unsure about this. A 30-minute cycle should be sufficient.) Washing-up liquid and tea-towels are provided by the Church if any hand washing is required. Please put any hand-washed items back in the cupboards. Any rubbish should go into the bins as indicated.
5. Putting away: put back the tea, coffee, sugar and any remaining biscuits into the plastic box which should be put into the cupboard after the rehearsal (there is a tin for biscuits.) Put money taken back into the money tin. (Joan Carder will take any notes and take the money away to count it as necessary.)
6. If there are any problems please ask Joan.

Many thanks for helping!