

Coffee Hour Tasks

Arrive at 9:30 so that you can be done before the service starts. Two people are ideal for this job.

Person 1	Person 2
Plug in both coffee machines. They take 20 minutes to heat before you can start making coffee. Detailed instructions on the wall behind the machines.	
Use one machine for decaf (orange) and other for regular (brown). It just helps you keep organized. Make sure the filter holder is in place.	
Fill two coffee pots with water, as you wait for the machines to heat (green light on).	
	Put tablecloths on two tables in middle of Barnum
	Take a tray and load with tea (reg/decaf) sugar, sweetener (in cabinet to left of coffee machine) Add 8 water glasses. Add mug filled with spoons. Add napkins (back corner cabinet). Place tray at right end of tables
	Fill two trays with mugs and stack on left end of tables
Get 3 airpots (2 reg, 1 decaf) from under coffee machine and put to right of sink. It takes almost 2 coffee pots to fill 1 airpot.	
When green light goes on, pour 1 pot of water into each machine. Use resulting hot water to warm the insides of airpots while you are brewing the coffee.	
Coffee filters are below machines; coffee to left of machine; scoop (3/4 cup) in drawer to left of coffee machine. Prep one filter for each machine.	
Make coffee when green light comes on.	
Be sure to empty hot water out before pouring coffee in airpots.	
	Put tea kettle on stove for tea. When boiling, pour in skinny airpot
	Pour cream in insulated creamer and put on table
	Add water to the Brita. When full, put on table near glasses.
Place airpots to right of cups, with a saucer beneath for drips	