

# **Ledbury & District U3A - Refreshment Instructions**

**[effective October meeting 2018]**

The list of Groups providing Refreshments is given in the 'Refreshments Rota Link' on this site and in the Newsletter.

## **Guidance on providing Refreshments**

At the end of the monthly general meeting before your turn you should check if there are any unopened packets of biscuits and collect wet towel and tea towels to take home and launder.

On your refreshment day your team [4 people works well, 3 can manage and 2 will struggle] should arrive at 1:30. All helpers must be U3A members and they sign in and pay as usual.

You will need to purchase 4 pints of milk and 3 or 4 packets of biscuits - less biscuits if there were unopened packets when you checked at the end of the previous meeting. Give the receipt for your purchases to whoever is collecting subs and they will refund your expense. Treble these quantities for September enrolment day!!

Collect the refreshment box from the cupboard in the committee room.

Put the kettles on at once – the large ones take ages to boil.

Put out signs about timing.

Lay out plates of biscuits,[leave one packet of biscuits unopened and then use if needed] jugs of milk and sugar bowls and teaspoons on the 2 large tables in the bar area. This encourages people to move away from the serving hatch and speeds up service.

Put decaf coffee and squash on the serving counter where they can be seen, but don't make unless requested.

6 -8 tea bags in the large pots will give you tea ready to pour almost at once, then you can top up as it brews.

Start serving as soon as you are ready – you don't need to wait until 2 pm. Remember to offer a drink to the Guest Speaker and those setting up, they won't have time to queue.

Collect empties and wash up as you go. Hand towel, Tea Towels and washing up sponge are in the box. Washing up liquid is near the sink – it's not ours so please leave it there!

Stop serving at 2:20 pm and clear up. You can finish after the meeting if you need to.

**Return box to the cupboard. Take any spare milk and opened biscuits for your next group meeting. Do not leave opened packets of biscuits in the box.**

**Check all is away and tidy. Sweep the floor of the kitchen and bar area if necessary.**

**Put wet towel and tea towels in a plastic bag and hand to the next group for laundering.**

**If you need to change your turn on the rota, as much advance notice as possible would be helpful. The Organiser (see name and contact details in Newsletter) can arrange a swap for you. Also, if your group is so small that you feel you cannot manage, then do let the Organiser know.**