

Below are important instructions on providing the teas. Please read and take these notes with you.

1. 3 or 4 members of your group will be required to help.
2. **You will need to take with you milk (2 litres), biscuits, tea towels and a cleaning cloth.**
Numbers expected will be around 80-100, possibly more at Christmas or at the AGM in March.
On the day, the Chairman will provide the tea, coffee and sugar and will give you £10 to cover the cost of the milk and biscuits. **This has been increased so that a selection of better biscuits (rather than basic) can be purchased.**
3. **Arrive at the hall at 1.30pm (All talks now start at the earlier time of 2.00pm).**
4. In the kitchen there are clear instructions on the walls for the water heater (which needs to be switched on) and for the dishwasher (which also needs switching on).
5. Lay out cups or mugs on trays from the cupboards.
6. Tea is generally served from one hatch and coffee from the other. Labels are provided for each hatch.
7. Find the teapots and coffee pots (in a low cupboard to the left of the dishwasher)
8. Sit in the back row during the talk; it works well if you exit when the talk finishes and questions begin, as that gives time for you to make the tea/coffee and open the hatches (from the kitchen side) by the time the speaker has been thanked. (Six tea bags are suggested for a pot of tea, with hot water ready by the side in case needed)
9. Put biscuits and sugar on the table in the hall next to the hatches so that members can help themselves. Milk should be kept behind the counter, so that it doesn't run out.
10. Serve tea/coffee/hot water as requested. **The speaker's secretary will make sure that the speaker gets a cup.**
11. Load the dishwasher trays. The dishwasher takes only a few minutes.
12. Clear away and wash pots etc.
13. Leave all tidy and take away any rubbish. Remember to take tea towels away with you.
14. Make sure everything is switched off, including the lights.
15. **Please inform the Chairman if supplies of tea, coffee or sugar are running low.**

Please note - It is possible that on the odd occasion there may be a small group using the small meeting room who may also have access to the kitchen.