

## Hospitality Committee Report

Duties for hospitality include setting up coffee, tea, snack station prior to the meeting each month. We have use of a storage closet where we keep the two coffee pots, and a storage bin which holds the supplies.

Arrive at Grace Community Church by 8:30 to start the coffee and hot water. It will take 45 minutes for the coffee to be done. Each month you will need to bring a half gallon of half & half.

At the end of the meeting, check the supplies to see if you need to purchase anything for the next month.

In December and June the Guild has a brunch. You will need to purchase the table covers. I purchased them from the dollar store. Discuss with the Programs chair whether you need to purchase a centerpiece for the tables.

Keep all receipts for purchases to hand in to the Treasurer for reimbursement. A form for reimbursement can be obtained from the Treasurer.