

Catering Thursday/Friday

Duties:

1. Develop menu to be served to set up volunteers (both days) and vendors (Friday only).
2. Solicit donations of food from PVQA members.
3. Notify all food donors when/where to bring food.
4. Determine service hours and get volunteers to help serve food.
5. Arrange to get supplies from Storage Locker. Request any additional supplies as need through Quilt Show Requisition.
6. Order tables, chairs, table covers, etc. as needed.
7. Acquaint self with prior reports in Red Binder as all details are covered.
8. Additional duties as requested.

Organize and oversee light breakfast and lunch on Thursday, full breakfast and lunch on Friday before the annual quilt show.

This includes: buying supplies for serving (ie: plastic ware, coffee, tea, creamers, some food, etc.)

Preparing coffee, etc. and ensuring there is plenty.

Coordinating the arrival and serving of food prepared by the members and ensuring there is plenty.

Clean up!