

## ***Hosting Coffee Hour***

The Hospitality Team invites all of BUF's teams, committees, affinity groups and Chalice Circles to host one or more Coffee Hour each year. In addition to the joy of providing treats and healthy snacks for everyone to enjoy during coffee on the Sunday of their choice, the group has an opportunity to set up a table in the Social Hall to inform those in attendance about the activities and benefits of their group.

The Hosting group's name will be published in the Order of Service along with a brief description of their work, and they will receive recognition during Announcements on the date they are Hosting.

### **Advice for Coffee Hosts:**

- Deliver trays or plates of ready-to-serve snacks to the service counter at least 15 minutes before the Service. Estimate 2-3 pieces for 80 people.
- If your donation needs additional preparation to be ready for service, deliver it to the kitchen, allowing ample time for building staff to prepare it.
- Be sure to have one or more gluten free selections.
- Provide ingredients labels for those with food allergies or intolerances.

### **If you choose to have an information table:**

- Arrive early to set up your table in the Social Hall to display your group's information – perhaps a poster or sign, flyers or sign-up sheets.
- Schedule 2 or 3 people to give information and answer questions
- Take down the table and put it away when done
- Ask the building staff if any help is needed for clean up

### **To Schedule Hosting:**

1. Select a date and fill in the info on the Hospitality Team's Sign-Up Genius: <http://signupgenius.com/go/60b044dafae283-winterspring>.
2. Email Rev. Paul with your chosen date, to guarantee publication.  
Contact Judy Kasper for assistance if needed: [kasper.jm828@gmail.com](mailto:kasper.jm828@gmail.com) or (360)656-6748.

**Thank you for Hosting!**