

# Mastering Motherhood<sup>+</sup>

## Hospitality Checklist

### Before the Brunch

1. The Hospitality schedule and this checklist can be found at [www.whfriends.org/grow/women](http://www.whfriends.org/grow/women) under Mastering Motherhood Leadership forms
2. Circulate a sign-up sheet - found in the grey tub at the back of the room) and/or use Perfect Potluck - to your small group for the two weeks prior to your turn to have Hospitality. Please stress the need to have the food there at 9:15am as that is when new moms will have arrived AND if staying home with sick children don't stress over not being able to get your dish to the meeting.
3. Remind your small group on the Monday before that they have signed up to bring a dish (Perfect Potluck will do that for you as well as allow the ability to change and see what others are bringing)
4. Identify 2 moms to help during the brunch and 4-6 moms to help with cleanup; remind them on the Monday before your group has hospitality of their need to arrive early or stay late based on how they are going to help

### During the Brunch

1. Designate only 2 people (without children) to arrive by 9:10 to help during the brunch time. Please no more than two people because it gets too crowded and congested.
2. Responsibilities for the 2 people include (please wash hands first):
  - ☐ Uncover the food dishes
  - ☐ Make sure everything has a serving utensil (we provide those in a large container on the back table near the sink)
  - ☐ Remind people to fill out an ingredient's card
  - ☐ Make room for dishes as they arrive
  - ☐ Remove empty dishes away and set them on the back table
  - ☐ Assist people and stay around the tables for the duration of the brunch which often includes supporting latecomers
1. And here's a very important and essential responsibility. Please help keep the back of the room brunch area QUIET as soon as the announcements begin.
2. Group member who will not be returning to the main meeting room should take their dish as they leave to go to your small group. Do not start the general cleanup or encourage your group members to linger in the room. The small group that meets in this room will greatly appreciate this!

### When MM+ is Over -- After 11:30 am

1. Designate 4-6 people (without children or whose children don't need to go home to nap right away) to return to the main meeting room and cleanup
2. The cleanup checklist below will be taped to the top of the utensils lid and on the back of the door to the closet in room 227:

### **CLEANUP CHECKLIST**

#### **KEY:**

- “Closet” is the closet in 227 by the donations table; all refills are found here unless otherwise noted
- “Cabinet” is the one in room 227 on the bottom beside the refrigerator
- “Hallway Closet” is the one on the far side of the room from the refrigerator through the door and on your right as you head straight down the hallway
- A permanent marker can be found in drawer beside refrigerator
  
- ☐ **Back Table**
  - Plastic Bags with Metal Frame- Put on top of refrigerator with toaster; surplus bags are stored in the hallway closet
  - Toaster - Unplug and put on top of refrigerator
  - Unclaimed Baked Goods or Food - Put in prep kitchen across from Cafe
  - Utensil Tub - Put in cabinet after ones in sink are washed and added to tub
  
- ☐ **Food Table**
  - Salt and Pepper Shakers - Put in cupboard over sink
  - Unclaimed Washed Dishes - Put on top of refrigerator
  - Creamer (refrigerated) - Mark with MM and place in bottom shelf of refrigerator
  - Cream Cheese Container(s) - Refill (extra kept in refrigerator) and put in refrigerator
  - Dishes - Wash and dry dishes and utensils – “Church” dishes go in one of the other cabinets under the counter by the sink and are typically the ones the Panera items were put on
  - Ingredient Table Tents – Put these on open shelf above counter
  - Forks, Spoons, Knives - Refill containers and put containers in cabinet
  - Napkins - Refill containers and put in cabinet
  - Plates – Loose plates put in cabinet with surplus in 227 closet
  
- ☐ **Side Table**
  - Hot Water Items (tea, hot chocolate, sweeteners, stirrers) – seal plastic containers and put in cabinet
  - Hot Water Pot - Unplug, Dump out and put in cupboard under sink
  - Juice - Mark with MM and place in bottom shelf of refrigerator
  - Juice Cups - Put in cabinet; box of cups are stored in the hallway closet
  - Coffee/Tea cups - Put in cabinet and ; box of cups are stored in hallway closet
  
- ☐ **Counter**
  - Dishtowels - Drape to dry and leave by sink
  - Coffee Pots - Put on cart (Person in charge of coffee or someone she designates will place on inner table in Café area)
  
- ☐ **Room Tables**
  - Wipe Down Tables

**NOTE:** Garbage will be taken out and floor will be swept by Facilities team