

FIRST FRIDAY PROCEDURES

Normandy Beach Bay House

First of all thank you for hosting.

Contact Gabby Parseghian and you will receive keys for the Bay Beach House and kitchen. Check cabinet ahead of date to see what supplies (cups, plates, napkins, tablecloths, etc) are there that you can use. There should be enough but if not buy necessary items and take money from donation basket. Large refrigerator is now in garage where you can store ice, etc.

EVENT IS 5:30-7:30

You will need to review stock in cabinets and restock as needed the following:

3 bags of ice if none are in the refrig

In the cabinet you should find:

Name Tags and felt tip pen

Cans of seltzer,

Tonic water

Cans of Diet Caffeine Free Pepsi regular Pepsi and Sprite.

An ice bucket and wine openers should be in drawer

Buy Disposable Tablecloth you cut to size for the tables

Set Up

Turn heat up to 68 degrees when you start setting up around 5 pm in winter of course

Put one long table by Bar. Place a small card table by door with donation basket and name tags. Three long tables around room for food which guests should bring. Cut disposable table cloths to fit tables.

Clean Up

At end of evening please clean up and vacuum and put trash and recyclables out. Turn down thermostat to 50 degrees and turn out lights and lock up. Not necessary in spring

Take the money you have spent out of money in the basket at the end of the night. Give remainder of money and keys to Gabby Parseghian or Carole Ceresi.

jThanks you again for hosting and if you have any questions contact Jim Hanlon at 609 651 5151.