

**TOPSHAM GARDEN CLUB**  
**Hostess Checklist for Meetings at the Library**

If you are unable to fulfill your responsibilities as a hostess or assistant, please first make every effort to find a substitute (perhaps by switching to another date). Also, notify the chair of the Hostess Committee, Jo-Ann Turner ([turnermailbox@comcast.net](mailto:turnermailbox@comcast.net))

If you would like to be reimbursed for any expenses, please submit receipts to the Treasurer, Alison Harris ([alison@harbart.net](mailto:alison@harbart.net) or 729-0787).

**Summary**

1. Set up room for lunch & meeting
2. Provide coffee & decaf (tea and cold drinks are optional additions)
3. Provide dessert for 25-30 (typically pastries and fruit)
4. Restore room & kitchen after meeting

**Library provides:**

1. Chairs & tables (stored in Highlands Community Room closet; ask librarian for key)
2. Refrigerator (but no ice-maker or ice trays)
3. Bunn coffee maker & filter papers (usually in cabinet above)
4. 40-cup percolator
5. Electric tea kettle
6. Thermos carafes for hot drinks
7. Pitchers for cold drinks
8. Pitcher for creamer
9. Cutting boards
10. Limited assortment of serving dishes
11. Limited assortment of knives, serving implements, measuring cups

**Hostesses must bring:**

1. Paper products (table cloths, napkins, plates, cups, etc.)
2. Plastic cutlery
3. Centerpiece (optional)
4. Ground coffee & decaf
5. Tea bags (if serving tea)
6. Cold drinks (if providing cold drinks) *Note: Red beverages are not allowed in the Library because they can stain the carpets.*
7. Ice, if needed for cold drink pitchers
8. Sugar, artificial sweeteners & creamer
9. Desserts, ideally with hostesses' own serving dishes & implements
10. Plastic baggies for leftovers

*Note: You usually will find food, paper products, beverages, etc. in the kitchen, but they belong to the Library or to the Friends of the Library and are not for our use.*

### **Suggested schedule:**

1. At least a week in advance, lead hostess confirms arrangements with her assistants (who will bring what and the schedule for the day)
2. By 11:00 AM, arrive at Library
  - a. Ask librarians to turn off alarm to back door and unlock kitchen and supply closet, if they are locked
  - b. Check with librarian on how the room should be left after the meeting.
  - c. Plug in Bunn coffee machine (it takes a while to heat up)
  - d. Unload cars (easiest through back door of Highlands Room)
  - e. Set up tables & chairs for eating lunch (usually 4-5 tables), tables for serving food & drink (usually 2 in an "L"), and head table for meeting  
*Note: Red upholstered chairs are heavy and hard to move so if they are already set up for the meeting, leave them and use the stacking chairs for eating. Members move their own stacking chairs from the tables for seating at the meeting*
  - f. Set food & beverage tables with paper goods, desserts, tea bags (if serving), etc.
3. By 11:30 AM
  - a. Start brewing coffee & decaf in the Bunn coffee machine (instructions are attached)
  - b. Fill and heat electric tea kettle (if providing tea)
  - c. Prepare pitchers of cold drinks & water (if serving)
4. About 11:45 AM
  - a. Set out beverages, including creamer
5. Starting a 12:00
  - a. Stand behind tables to assist with pouring beverages and to answer questions about desserts
  - b. Replenish beverages as needed
6. After lunch period (or later if you want to offer dessert & beverages during meeting).
  - a. Clear food & beverage tables
  - b. Unplug Bunn coffee maker
  - c. Wash all library dishes, dump coffee grounds, rinse out carafes
7. After meeting
  - a. Check for anything left in refrigerator
  - b. Leave the room as discussed with the librarian when you arrived: store stacking chairs and tables in the closet, or leave some or all out in the room.
  - c. Load cars
  - d. Make sure back door is securely latched
  - e. Tell librarians that you are going and ask them to alarm the back door and lock anything that was unlocked for you
  - f. **Pat yourself on the back for a job well done!**

### **Instructions for making coffee in the Bunn machine (Model VP17-3)**

- Plug in the coffee maker as soon as you arrive. (It takes a while to heat up.)

#### **Before brewing the first pot:**

1. Slide the empty filter basket into the machine.
2. Place an empty pot under the filter basket and pour a full pot of cold water into the reservoir through the screen on top.
3. Discard the pot of water that flows through

#### **Brewing:**

1. Remove the filter basket from the front of the coffee maker. Place a coffee filter in the basket, then pour in about 3/4 cup of ground coffee \*\* and shake it so it is even. Replace the filter basket in the machine.
2. Place an empty glass pot under the filter basket.
3. Fill another pot with cold water up to the bottom on the plastic ring. \*\* Pour the water into the reservoir.
4. Turn on the warmer button, located over the filter basket in the center of the coffee maker, then close the lid to the water reservoir.
5. Wait for the desired amount of coffee to finish brewing before removing the pot.
6. Empty the filter and spent grounds from the filter basket once brewing is completed.

\*\* If you want to make less than a full pot, do not use less than 20 ounces of water (1-1/4 cups) of water. You need about 1 tablespoon of ground coffee for every 6 ounces of water. (*Note: a standard coffee scoop equals 2 tablespoons.*)

### **Instructions for making coffee in the 40-Cup GE Urn**

1. Fill the coffee urn with cold water to the appropriate water gauge line marked inside the urn.
2. Place the stem and basket into the urn.
3. Fill the coffee basket with coarsely ground coffee: 1 tablespoon for every 6-ounce cup. A full 40 cups will take 2 1/2 cups or more of coffee for full flavor. (*Note: a standard coffee scoop equals 2 tablespoons.*)
4. Attach the lid to the machine. Plug the electric cord into the coffee urn and the opposite end into an electrical outlet. The coffee urn will begin brewing automatically.
5. Watch for the blue light to appear as this indicates the coffee is brewing. The blue light will turn green when the coffee is ready to serve.