

SOP for Refreshments at LALT

7:30 Set up refreshment table and check supplies:

Most of the supplies such as punch bowl, cookies, serving dishes for sugar, in a box on the shelf facing the door, far right side. You need the bowl, serving ladles, divided "crystal" dish for sugar and sweeteners, 2 "crystal" dishes for creamer packets and tea bags, spoons and a glass to put them in, stainless creamer and sugar bowl set, four "silver" platters and paper doilies, and coffee pot.

Punch cups and napkins should be on the top shelf. Styrofoam coffee cups are in the lower left cupboard in the kitchen and extra spoons are in the drawer. Coffee, sugar, creamer and tea bags are on the kitchen counter. Use the jars of coffee crystals that are there by the coffee pot.

- Rinse out the punch bowl and set it up
- Put on the paper tablecloth
- Set out cups, napkins, platters with doilies, spoons, creamer, sugar, sweetener, and tea bags on the table. Coffee pot and tea and coffee supplies on the left side, punch bowl with ladles and cups on the right, centerpiece and cookies in the middle toward the front, napkins between cookies and beverages
- Set up the extra coffee pot (stored in the prop room), fill with water and set on table in the hall to heat
- put decaf and regular coffee crystals in the stainless sugar and creamer bowls, set the lid to each jar of coffee under the bowl so folks know green is for decaf, and red is for regular

15-20 minutes before intermission (ask the director for time or scene):

- Put ice / punch in bowl (ice is in the chest freezer in the green room)
- For punch, use 1 bottle grapefruit soda and grapefruit juice (approx. 1/2 large bottle, or to taste), for a large crowd, double it and have extra in a pitcher (in the kitchen)
- Put cookies in the paper cups they come in on the platters. It takes almost an entire tin to fill all 4 platters. Again, it depends on the numbers in the house how many you set out
- Take off the cord for the coffee pot with hot water and set it on the table.

Clean up following intermission:

- Put left over cookies away
- Wash punch bowl and ladles, put in prop room
- Empty coffee pot and put back in prop room (be sure the cord is with it)
- Replace coffee, tea bags, sugar, creamer and sweetener in kitchen
- Wipe off serving dishes and replace in the box in the prop room
- Clean off table and toss the paper tablecloth if it's dirty