

## Tea/Coffee checklist:

### Before the meeting starts

1. Get milk from Co-op (or bring with you). The Treasurer will reimburse any money spent.
2. Check supplies of biscuits/tea/coffee/sugar and replenish if necessary
3. Fill flasks with hot water from the machine and put out with cups etc
4. Put out a saucer for the money
5. Check at beginning of evening what speaker/judge (and guest if they have brought one) would like to drink
6. All crockery and cutlery must be washed in the dishwasher
7. The dishwasher is normally switched on and ready to use but please check

After talk/judging and while the notices are being given supply speaker/judge with their drink. Remember their partner/spouse if present.

### Before leaving the meeting

1. Take amount spent from money paid for drinks on the evening. See Treasurer, Dave Purnell, if insufficient in saucer.
2. Fill the dishwasher and press and hold the right-hand green button until you hear the dishwasher start working. Dishwasher takes about 10 minutes to complete cycle. No need to put cleaner in as it happens automatically.
3. Empty dishwasher and make sure crockery etc has been put away and the kitchen left tidy.
4. Return coffee/tea storage box to the club cupboard.