

# Social Hour – What to do

## When You Arrive

- Let tap water run for 2 minutes to clear water.
- Put empty coffee pot into position at Bunn brewer.
- Fill water well in coffee maker.  
The water in the Bunn coffee maker has often lowered and the first pour is often short of a full pot. Pour 1 or 2 pitchers of water into the coffee maker until water comes through. This fills the well up again. The resulting hot water can be used to heat up the insulated coffee carafes.
- Brew 1<sup>st</sup> pot of regular coffee, put in (**emptied**) carafe  
See directions below in oval.
- **Carefully** put gluten-free cookies on separate plate & cover w/plastic wrap to **avoid cross-contamination**
- Put out 2-3 types of cookies on paper plates.
- Put chips/pretzels into bowls with serving tool.  
Bowls in pantry; serving tools in island drawer.
- Pour cream into large (clear) cream pitcher, refrigerate.
- Fill water pitcher, add ice, refrigerate.
- Wipe tables in Olympia Brown room, if necessary.

## Near End of Service

(usually works to leave service when candle lighting begins)

- Brew more coffee.  
Plan on 2 pots of regular and 1 pot of decaf
- Turn on electric kettle to boil water for tea.
- Roll cart (**checklist on right**) to Olympia Brown room.
- Place gluten-free items across table from snacks.

## Brewing Coffee

- 1 - Place pot under filter basket.
- 2 - Dump pre-measured coffee into filter.  
(filters and bags of coffee in cabinet above sink.)
- 3 - Move filter with coffee into filter basket & close
- 4 - Pour full pitcher of water into opening on top.  
(Pitcher stored to the right of machine on top of oven)
  - Coffee pours into pot within seconds.
  - Each pot takes about 5 minutes.

## Items to take to Olympia Brown Room

- plates of **cookies**
- chips/pretzel** bowls with serving tools
- cups** for coffee & cups for cold drinks (paper cups in pantry)
- jackets** for coffee cups (in pantry)
- napkins** (in pantry)
- wooden box with **tea bags** (above sink)
- stirrers** (above sink) **OR bowl & small plate for approx. 6 spoons**
- sugar** and sweetener packets (above sink)
- plate** for used tea bags
- basket** for donations (on counter near coffee or in cabinet below)

## Hot & Fridge Items

- coffee carafes** regular and decaf
- hot water** for tea in electric kettle
- pitcher of **water** ice in freezer
- bottle of **juice** from fridge more on pantry shelves
- pitcher of **cream**