

Make coffee  
3 pots of Regular/ 2 pots of Decaf--in winter  
---1 pot each in summer  
put coffee in Urns to take over to Pavilion

Fill cooler with ice (take to Pavilion)

Basket containing (take to Pavilion)

sugar  
creamer  
stirrers  
sweet 'n low

splenda

4:00pm  Set up drink table  
 Take empty drink containers for water  
 Take drinks to Pavilion

5:00pm  Turn off all appliances used while preparing meal  
 Convection Oven  
 Coffee maker  
 Tea maker  
 Regular Oven  
 Exhaust Fan over range

Transport Food on carts to Pavilion Kitchen

5:15pm  Dinner Begins