

Friday Night Set-Up

- * Please arrive by 4:00pm to begin the set-up - remember, you need to finish by 5pm. Friday set-up is preferred due to possible schedule conflicts.
- * Tablecloths are kept in the Auxiliary Office in clear plastic bins. The small table for the cashier gets a tablecloth also.
- * Put some type of decor on each table. There are all sorts of decorations available in the Auxiliary Office: candles, vases, centerpieces, etc. The file cabinets also have decorative cloths to use in the center of the tables. Please do not put decorations at the bar, it needs to be kept clear.
- * Silverware - it's already wrapped and ready. It is located in the Pantry (down the hall on your right) in plastic tubs. Put 8 sets on each table in the large room, 6 in the smaller room. Use one of the roller carts to transport the tub - it's heavy!
- * Salt & Pepper Shakers - located in the coffee alcove in the "big room" - lower cupboard. 2 sets for each table.
- * Write the menu on the board - the chalk is located on the shelf in the coat closet. Ask the kitchen staff for the specific menu and the price. If Mrs. G. has delivered her pie write the type of pie on the board. Get the pie flyer from the folder in the in box on the Auxiliary desk.
- * Plug in ALL the pretty twinkly lights in both rooms.
- * Turn on the stereo system. Go to the storage room in the back hallway - the light switch is to the left of the double doors. Enter the room - turn left, look up. Push the button on the far left on the receiver. Squint and see if there is a small A & B lit up above the button. Push the buttons above the on button (2 little black buttons) to make sure A & B are lit up. Go out to the stereo system. Push the large button on the far right of the receiver - it will light up red. Make sure the Master Volume and CD volume are on 5. Turn on the CD turntable (next shelf down). On/off button is on the far left. If it's not loaded - select CD's and load them. Push play (the arrow button pointing right). FYI - there is a volume control for the small lounge located just inside the closet.

Thank you for volunteering!