

PROTOCOL FOR SPECIAL EVENTS

Hosted At Second Unitarian Church

By committees other than Fellowship

Suggestions from the Fellowship Committee:

1. **GET YOUR EVENT ON THE CALENDAR.** Schedule the church for the date and time you need it—by completing the reservation form and sending/taking it to the Office Administrator. You might also let Fellowship Committee know about your event, especially if this is a “coffee hour” event.
2. **BRING SUPPLIES AND FOOD FOR YOUR EVENT.** Your committee is responsible for providing the supplies and products you might need for your event. For example, your committee should take care of: ordering and bringing whatever food is to be served, plates or bowls it will be served into, napkins, forks, spoons, and any special serving utensils, etc. When purchasing supplies, please keep in mind our aim to be a **Green Sanctuary** and do **NOT** buy Styrofoam products.

[Coffee cups are for everyone to use—you do not need to buy them. You may also use the coffee, tea, creamer and sweeteners that are at the church.] If in doubt about anything, contact someone from Fellowship Committee.
3. **WASH WHAT YOU USE.** Cloth tablecloths (in the basement storeroom) may be used; however, your committee should launder them after they are used, and return them by the following Sunday to the storeroom.
4. **CLEAN THE KITCHEN.** Please clean up the kitchen and leave it as good as or **better** than you found it. This includes refilling ice cube trays and laundering the drying towels and washcloths.
5. **TAKE OUT THE TRASH.** Take out all trash after your event and replace any trash bags you have removed.
6. **HOW MUCH TO ORDER?** If you have questions about amounts of food to order, etc. consult with the co-chairs of Fellowship Committee.
7. **IF YOU NEED HELP SERVING,** members of the Fellowship Committee are willing to help serve the event if asked beforehand.

September 4, 2008