

Job Description for Refreshment Table

Tables are located on the lower level, near the main stairway. The conference coordinator will order doughnuts, cookies, etc. to be delivered to WISCO.

- On the days of conference, arrive early enough to take covers off doughnut boxes and get things organized.
- Lids and empty boxes can be stored temporarily in the band supply room directly behind the tables. (Boxes will be picked up by Pick-n-Save.) Garbage cans are available for the packaging.
- Make sure napkins are available. (They will be supplied.)
- As supplies are depleted, consolidate boxes and keep the tables neat.
- Keep water and soda supplied.
 - Soda goes in the cooler.
 - Water is placed on the tables.
- Soda and water moves fast, so you will need to replenish the supply often. Extra soda/water is in the vending machine room in the cafeteria.
- Cookies are supplied at break time. The process is the same as with the doughnuts.
- Clean up at the end of the conference.

Refreshments move quickly so it is suggested that 1-2 people attend the table throughout the conference. Several groups of people could easily do it in shifts, so that no one has to miss too much of the conference.

Contact person: Lynn Affeldt