**NUUC Coffee Hour Guidelines**

1. Plan to arrive at least 15 minutes early, so that the coffee is made and can be put into the carafe before service. All the items needed are in cupboards #35 and #38. Use the white round coffee filters, and fill one with 1tablespoonful of regular coffee per cup (3/4 cup)— place the filter in the plastic filter cup, and close the lid. Add water to fill to the 12-cup line.
2. While the coffee is brewing, arrange on the counter the “condiments” —creamer, sugar, and sugar substitute, various teas. Fill the other pot (large silver pot with spout) about 1/3 with water and plug it in so there will be hot water for tea, instant decaf coffee and hot cocoa in time for coffee hour.
3. Place coffee cups (found in cupboard #2) on the counter, as well as paper cups (or plastic reusable water cups) (also in cupboard # 1 and #2). Make sure the water pitcher in the refrigerator is full, and, just at the end of service, pull it out as well. Refrigerated apple cider, lemonade, or other non-carbonated drinks is also something nice for children.
4. If you have brought a snack, place that out, with napkins (Drawer # 32 ) and paper plates (Drawer #5). If utensils are needed, they can be found in Drawer #37. There might be additional snacks in the bins in cupboard #’s 37 and 40.
5. When people begin to enter Fellowship Hall for coffee hour, it is helpful to start the middle sink with hot soapy water. This encourages folks to put their cups and utensils in as they finish.
6. If the crowd is large, you might start a second pot of coffee as soon as they enter Fellowship Hall. Just consider the size, and maybe make only 6 cups.
7. Clean up? Simply make sure that all cups, coffeepots, etc are washed, and put away. There are towels in Drawer # 15