

Hospitality Committee Job Description

As chair of the Hospitality Committee, you will be responsible for:

1. Reserving and renting space for the fall and spring picnics. (information below)
2. Recruiting and scheduling people to cover the Coffee Hour each Sunday that there is a Sunday Service or Summer Forum.
3. Coordinating hospitality for Memorial Services and Special Occasions. (one person on your committee will sign up to take charge of this)
4. Scheduling Committee members to open building and set up for first Friday potlucks in the Social Hall.
5. Monitoring and purchasing supplies for your committee such as cookies, coffee, tea, juice, napkins, paper towels, dish soap, garbage bags, misc. kitchen supplies. (Use your Mega Card from this manual to purchase supplies from Mega Pick and Save).

Picnic Information:

Beginning of the Year Picnic:

This picnic/potluck takes place in the fall on the first Friday of September. To plan for this, you will need to reserve a pavilion at preferably the Altoona Park (inside is preferable as bees have been a problem in the past).

Altoona Park Contact Info.:

Estimated Rental Price: \$

You will need to get information in to the office manager by August 18th to advertise for this event in the September newsletter.

End of the Year Picnic:

This picnic/potluck takes in June (on the first Friday of the month, taking place of the Friday potluck at 6 PM). We usually have this picnic at the Carson park Birch Pavilion.

Carson Park Contact Information:

Estimated Rental Price: \$