

Hospitality Instructions for SD Bead Society Meetings

Thank you for volunteering for this important task!

- Please arrive at the Mingei by 9:15 or 9:30 to set up and so that the hospitality table is ready to go by 10:00, which is when our member will start arriving. If you need help, please let the Hospitality Chair know so she can meet you to help you get started with the set-up.
- Each month, we have \$30 total to spend on food. If there are two volunteers for the month, please spend \$15 each, and if there is just one volunteer for the month, then plan to spend all \$30.
- Please fill out the Check Request Form, which you'll want to staple your receipts to and give to our treasurer Ellen Kroll for reimbursement.
 - The Check Request Form is located on our website:
 - Go to “Member Resources” on the main menu, and then down to “Forms and Documents”
 - Here is the direct link to where you can download it:
<http://sdbeadsociety.org/forms-and-documents/>
 - If you don't know who Ellen is, you can give your receipts and the form to any Board member, and we'll pass it on to her.

- When you arrive at the Mingei, you will need to bring down the supply cart is located upstairs, in a closet across from the kitchenette. Someone from the Mingei can show you where it is. You'll want to bring it downstairs via the elevator.
- The cart contains plates, napkins, and utensils (so you won't need to purchase these items), but if you notice that the supplies are running low, please let the Hospitality Chair know so she can buy more.
- The water for the coffee/tea needs to get started right away since it takes about 20 minutes to boil.
 - Fill it up about $\frac{3}{4}$ of the way at the sink in the kitchen area.
- Once the water is set up, please set up the rest of the items.
- The water pitchers will also need to be filled in the kitchen area.
- You do not need to bring drinks. We usually just provide hot water for instant coffee and tea bags, along with cold water. The instant coffee, tea bags, and creamers are located in the supply bins on the supply cart.