

ACOW Meeting – Hospitality Chapter (Refreshments)

Confer as soon as possible with the hosting chapter. You will need to know:

- Dates and times of the meeting
- Location of the meeting
- How many attendees are expected
- What equipment will be provided/available (i.e., tables, tablecloths, coffee urn, ect.)
- Who will be responsible for the clean-up, and where dirty dishes, trash should go.
- Whether refrigerated storage will be available
- Whether any refreshments will be provided by the hosting chapter

Work closely with the hosting chapter to ensure that everyone understands who will do what, and when. You may wish to delegate a single person to oversee refreshments for the entire weekend, or instead to assign different volunteers to particular timeframes so the folks can still attend most of the conference itself.

Friday Evening:

Expect about ½ the total number of attendees to be present Friday night. There is usually a program and refreshments are encouraged. Plan to arrive in plenty of time to set up before the program.

Checklist for Friday:

- Tables and tablecloths (*where to set up?*)
- Tabletop décor, if desired
- Small napkins and plates
- Eating and serving utensils, if appropriate (*including trays, baskets, bowls*)
- Beverages and cups/glasses (*i.e., pop, juice, cider, coffee*)
- Food (*i.e., cookies, fruit, dessert, "potluck"*)

Saturday:

This is the main day of the conference, so expect the total number of attendees. Refreshments will typically be provided at the morning registration period before the meeting begins, at the morning break, at the before-dinner social hour, and after dinner. Again, confer with the hosting chapter regarding the agenda.

Checklist for Saturday:

- Tables and tablecloths (*where to set up?*)
- Tabletop décor, if desired
- Small napkins and plates
- Eating and serving utensils, if appropriate
- Beverages and cups/glasses
 - Suggestions for morning: Coffee, tea, juice (*plus cream, sugar, stir sticks*)
 - Suggestions for afternoon: Pop, juice, water
 - Suggestions for social hour: Pop, juice, water, wine, beer (*liquor license?*)

- Food
 - Suggestions for morning: Fruit, pastry
 - Suggestions for afternoon: Cookies, fruit, chips
 - Suggestions for social hour: Cheese and crackers, veggies and dips, fruit, chips

Sunday:

The meeting typically wraps up by noon, so refreshments will be for the morning only. There is usually a smaller crowd than on Saturday and now's the time to use things up to lighten the load home.

Checklist for Sunday:

- Tables and tablecloths
- Tabletop décor, if desired
- Small napkins and plates
- Eating and serving utensils, as appropriate
- Beverages and cups/glasses
 - Suggestions for morning: Coffee, tea, juice(*plus cream, sugar, stir sticks*)
- Food
 - Suggestions for morning: Fruit, pastry
- Clean-up