

**Location:** First United Methodist Church, 218 West Stafford St., Stafford

**Please use North entrance** – there is a door with stairs and also an elevator & a parking area there

**When :** Building is open by 5:00 pm and **servicing time is 5:30 pm** (Serve 5:30 -6:10 pm)  
(important to get meeting started on time) **It is Ok to start serving early if you are ready and the people have started coming in.**

**Currently – Food to serve 50, includes children, staff & visitors & your servers No dietary concerns**

**What to bring**

2-3 people to serve & help clean up

- Ice
- Meal
- Paper Napkins
- Disposable Plates or Bowls
- Disposable hot and cold cups
- Containers – such as Foil or Plastic wrap & Paper Plates, Plastic Baggies, or Plastic Containers with lids, etc. The containers are for leftovers that the Circle Leaders can take home

**Items that be provided:**

- Drinks Coffee, Tea, Water
- Forks, knives, spoons etc.
- Freezer to hold Ice
- Serving Utensils
- Pitchers

**Set up the meal for buffet style self-serve, or you may serve them from the window**

- ◆ **We suggest serving them the 1<sup>st</sup> round, then putting the dessert out and you are welcome to join them for the meal (helps build community)**
- ◆ **Please put the desserts out in the dining room after most have gone through, to help manage the kids.**

**When they are done eating:**

**Leftovers:** Package leftovers for them to take home.

**Clean up:** kitchen, serving area; Clean up kitchen floor

If you have questions – please talk to Rachel Sandoval or Jeanette Hildebrand

You can take your things and leave when all done. Thank you.

**Each group has been given a list of contacts for the other groups providing meals.**

- **If you need to change your date – please try to trade with another group and let Rachel or Jeanette know ASAP.**
- **If you can't do it at all – please let us know immediately so that a replacement can be arranged.**  
Please contact Coordinator Rachel Sandoval 954-290-0010 or  
Assistant Jeanette Hildebrand 620-546-3763 if you have questions or problems.
  - If you need us to provide part of the meal – please just ask far enough ahead to plan.

**Thank you so much – your generous help is making a big difference! We appreciate you so much!**