

C7 HOSPITALITY

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C7 Hospitality Committee Chair

Pre-Festival:

1. Check with host school to ensure at least 2 tables near electrical outlets
2. Check on supplies
3. Buy supplies as necessary
4. Buy or arrange for adequate snacks and beverages for the judges and coaches for the day.
This includes breakfast foods, morning snacks, and afternoon snacks.
On cold days, keep the coffee going.
On hot days, have plenty of water available through the afternoon.
Always have munchies for the judges in the afternoon too.
The better fed the judges are, the happier they are with the performances.

**Festival day – Judges start arriving shortly after 6:30 am, although they don't need to be there that early. Must have hospitality ready by 7:30 am, but earlier is better!
IMPERATIVE TO HAVE COFFEE FOR THE JUDGES AS EARLY AS YOU CAN!**

1. Have coffee ready by 7:30 am at the latest
2. Get the hospitality tables set up as soon as possible
3. Check the tables throughout the day – keep them neat, well stocked, etc.
4. Clean up at the end of the day

Post festival:

1. Store the hospitality supplies until next time

NOTE: Whenever possible, the festival host should handle judges' hospitality.

Hospitality Inventory

The following SUGGESTED items need to be set-up the day of the festival no later than 7 a.m.:

- two large food tables covered with plastic table cloths
- Coffee pot with regular coffee
- Coffee pot with decaf coffee - or switch the regular to decaf later in the day
- Coffee pot with hot water
- 200 small coffee cups (minimum)
- coffee to make throughout day nearby - so others can make it if needed
- basket of sugar packets
- basket of assorted sweeteners (Sweet n Low, Stevia, etc.)
- basket of creamers (assorted flavors, and regular)
- basket of assorted teas (include some decaf.)
- basket of hot chocolate
- stir sticks
- trash can near table
- large basket of assorted fruits
- large basket of assorted breakfast muffins/bagels
- cream cheese if bagels served
- plastic knives for cream cheese
- small napkins
- large bowl of granola
- small plates
- large container of orange juice (concentrate to save and time)
- small juice cups
- vegetable platters for later in day
- bags of pretzels, etc. in large bowls
- 2 large containers of ice tea

Have available:

- roll of paper towels
- large knife to cut bagels, etc.
- can opener
- extension cord
- ice chest with ice for tea and water
- ice scoop
- 10" centerpieces" for judges tables (suggestion: basket of small candies)

continued

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Keep in Hospitality Box*:**

- 2 coffee pots
- 2 iced tea containers
- 1 juice container
- knife
- can opener
- 6 large platters
- 4 large plastic bowls
- 10 plastic “baskets”
- misc. napkins, cutlery, plates, stir sticks
- misc. creamers, teas, coffee, and hot chocolate

To Purchase:

- Coffee (if needed)
- Tea (if needed)
- Hot chocolate (if needed)
- Sugar, real and artificial (if needed)
- Creamers (if needed)
- Assorted fruit (for 100 people)
- Granola (3 boxes)
- Breakfast rolls (for 150 people)
- Orange juice concentrate (10)
- Vegetable platters (for approx. 200 people - or bags of carrots and dip)
- 2 large bags of pretzels, or ???
- Napkins, cutlery, small plates, coffee cups, juice cups

Note: This list is good for about 100 people.