

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.

Festival day:

1. Have coffee ready by 7:30 am
2. Get the hospitality tables set up as soon after 7:30 am 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

Hospitality

I. PRE-FESTIVAL

- A. Establish and maintain liaison with host.
Be sure to request 2 tables near 2 electrical outlets, located in Judges waiting area.
- B. Check on supplies. Purchase what you need to replenish supply box.
- C. Purchase snacks and drinks for judges and directors throughout the day.
- D. It is NOT your responsibility to arrange for lunches.

II. FESTIVAL

- A. Arrive at festival one hour prior to judges arrival. It is **IMPERATIVE** that coffee is **READY** when judges arrive. This is a good job to delegate to a committee member/coach who wants to be available to watch their students perform during the day. Perhaps the host school will arrange to have coffee ready. It is your responsibility to remind them and check on this. Remember, the host has endless other jobs and concerns and coffee in the morning helps everyone!
- B. Throughout day, check on coffee, snacks, etc. Keep tables cleaned up. Replenish baskets and trays as needed. It may seem trite, but the snacks are often what the judges comment on -- positive and negative. We need to really make every effort to make the snacks professional and special.
- C. Clean-up all foodstuffs and return all trays, baskets, supplies, coffee pots to supply box. Be sure all stored items are **CLEAN**. Box must be left with hospitality chairperson of the next festival (A/B or C). Leave with vice president if necessary.

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 hot water
- 200 small coffee cups
- coffee to make throughout day nearby - so others can make it if needed
- basket of sugar packets
- basket of sweet-n-low packets
- 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
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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

*** Be sure to inventory and purchase what you do not have

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