

# Food N Fun

Currently no items are allowed to be kept at the Westminster Academy; Dick Rathjen is in charge of keeping the items. They include:

- Coffee (regular and decaffeinated)
- Cream and Sugar
- Paper plates (both large and small)
- Stir straws for the coffee
- Napkins
- Small bowls
- Plastic knives, forks and spoons
- Cups (large for water and small for coffee)
- Coffee Pots (two)
- Water Cooler Jug
- Pitchers for water
- Plastic table covers
- Some pens, scissors, and a few very small miscellaneous items

What I need to know about Food N Fun:

- Always be aware when you are scheduled for Food N Fun. The list of names and dates are published in the Frontier Square Newsletter and Food N Fun Schedule, both are found on the Web Page - <http://www.frontiersquares.com/>.
- You will be sent an e-mail early in the week to remind you that you are scheduled for Food N Fun the next Saturday.
- If you are unable to fulfill your responsibility for Food N Fun.
- **IT IS YOUR RESPONSIBILITY TO SWITCH WITH SOMEONE ELSE ON ANOTHER NIGHT.**
- If it is a last minute emergency on the day you are scheduled for Food N Fun, you can contact a board member, and they will make arrangements for Food N Fun.
- If this is not a last minute emergency, please do not leave messages that you cannot do Food N Fun on the day you are scheduled. Frontier Squares may not get the message in time for adjustment.
- Arrive at the dance about 30 minutes early to help prepare the coffee.

What are my responsibilities setting up on Food N Fun?

- Make sure there is an 8' table setup for coffee.
- Put white plastic on the table.
- Make a pot of regular coffee and a pot of decaffeinated coffee. You can use the kitchen at Westminster Academy for water. Make sure the coffee is ready to drink by dance time.
- Make a cooler of cold water. The ice is in the ice machine in the kitchen. It is a good idea to fill up the pitchers so you can use them to replenish the water during the dance.

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- Place large cups by the water cooler and small cups by the coffee.
- Place the sugar, creamer, sweet n low, stir straws and pens on the coffee table.
- Setup two 8' tables along the wall for food.
- Put white plastic on the tables.
- You can put your food out any way you would like.
- Bring all your serving dishes and utensils from home as we only have what is listed above.
- Between each tip it is your responsibility to check and make sure there is still ample water, cups, sugar, creamer, etc. and replenish as needed. When the coffee is gone, there is no need to make more.

What are my responsibilities for cleaning up at the end of the dance?

- Wash the coffee pots out and pat them dry.
- Pour any water that is left in the cooler. (It does not need to be washed but it should be dried).
- Place all coffee pots, and supplies back exactly as they were when you got them out.
- Let the Food N Fun Supply Person - Dick Rathjen, or (Food N Fun Chairmen - Bill and Sharon or a board member) know if something is in short supply (this way we can make sure we have enough for next week, if you are unsure report it).
- Make sure the tables and chairs are put back to their original location.
- Make sure all trash is picked up in the entire hall and floor is swept.
- Make sure all food is either thrown in the trash or taken home by someone.
- **TAKE OUT THE TRASH. .**

Address any questions to Bill and Sharon.

