

## **WELCOME VOLUNTEERS!**

### **Wednesday Fellowship Hall (FH) Set up**

This set up usually can be completed anytime during the day on Wednesday between 9 a.m. and 3 p.m. However please call the church office (610-435-2412) for directions and to confirm the time that you will be coming. The following list also is posted in the kitchen near the dishwasher.

1. Turn on FH light switches #2, 3, 4
2. Take 80 dinner plates from cupboard #4 and place on table in FH
3. Set all containers of knives and forks on table in FH near pick up window  
place about 100 napkins (on windowsill from pantry)
4. Take 80 coffee cups from cupboard #2;  
place on small sheet trays and then place on table in FH  
place container of spoons next to cups  
fill sugar shakers if needed (do not use packets); place on table for coffee  
refill small bowl of sweet & low from cupboard #1; place on table for coffee
5. Take 80 glasses from the roll-out carrier under cupboard # 4  
keep glasses on trays, stack two high, and set on beverage area of table in FH
6. Take salt and pepper from cupboard #4 or #5  
fill with salt and pepper if needed  
place 2 sets on each double-table
7. Turn off FH light switches #2, 3, 4.



Dinner plates, napkins, tableware



Coffee cups, sugar shakers, Sweet & Low



Setup for glasses