

# Blessed Trinity Parish Social (Revised 3/15/2015)

## Purchase:

\*\*\***Treats** – The Committee chooses what they want to bring. This can be cookies, donuts, brownies, bars, etc., or a combination (7 to 8 dozen). In the summer, some committees had fruit pizza, root beer floats, or ice cream sundaes.

If you are having a special treat (for example, root beer floats or ice cream sundaes), please call Kathy Rau, Custodian, at 467-4616, Ext. 305 at least 3 days in advance to ensure that the cabinets have the supplies that you need for this special treat.

Purchases made from Blattner's Piggly Wiggly (467-0477) can be charged to Blessed Trinity. Contact Lynn Walvoort, Director of Administrative Services, at [lynn@blessedtrinityparish.org](mailto:lynn@blessedtrinityparish.org) or 467-4616, Ext. 302 for our account number and charging directions. **A receipt will need to be turned in to Lynn ASAP.**

## \*\*\***1 gal. Juice OR 1% Milk**

\*\*\***Coffee** – Coffee and Coffee makers are located in the Blue Room cabinets. Make 30-60 cups of decaf. 1-1/2 cups of dry grounds makes 30 cups. Perk for 1 hour.

\*\*\***Napkins, cups, coffee stirrers, and creamers, sugar & sweetener packets** are in the Blue Room cabinets. Call Kathy Rau, Custodian, at 467-4616, Ext. 305 at least 3 days in advance to ensure that the cabinets are adequately stocked.

\*\*\***Table Set-up** will be done by Kathy Rau, Custodian. If you need more than one 8-foot table, call Kathy Rau, Custodian, at 467-4616, Ext. 305 at least 3 days in advance. Trays are in the Blue Room cabinets.

\*\*\***Clean-up** – When social is done, wipe down table and trays, and rinse out coffee pots.

\*\*\*Attach a **sign** nearby explaining who is **sponsoring the social**. Include a **poster explaining what the sponsor group does** and offering an opportunity to express an interest in participating.

\*\*\***Name Badges**: Pastoral Council Liaison and Committee Members: Please wear your personalized metal name badges. This will help the parishioners identify who is sponsoring the event.

If you did not receive a personalized metal name badge, please contact Sandy Jordan. She will order a name badge for you.

Blank paper name badges are located in the Blue Room cabinets.

\*\*\***All Supplies** that you need for the Parish Social are kept in the Blue Room.

\*\*\***Locking up Church**: After the Parish Social, Kathy Rau will lock up the church doors.