**Refreshment Hostess Duties**

Prior to reception

* At monthly meeting before event, get sign ups from members to be brought to event

Cookies (table ready) about 2 dozen each (6)

Punch and ice (2)

Cups and napkins (2)

Greeters (2)

Clean up (2)

Committee provides punch bowl and table linens

* Order individually wrapped roses to be picked up day of event.

Day of event

* Set up chairs if required (committee)
* Set up table for nametags (pre-made) for recipients, and programs for all
* As event progresses, pour punch into several glasses. Refreshments are served at conclusion of event.
* Clean up as required