

Les Jeunes Amies Spring Art show

Refreshment committee

1. Get refreshment box from storage unit/WUWS refreshment committee; check inventory of paper products (purchase if necessary as stated below)
2. Purchase the following (submit receipt to treasurer for reimbursement):
 - i. **Judging/Morning shift 8am-Noon(to be used for judges and committee members present/working am shift)**
 - a. Coffee (enough for 1 pot)
 - b. Sugar / Artificial sweetener
 - c. Creamer or half and half
 - d. Bottled water
 - e. Soft drinks: Coke, Diet Coke, Sprite (2 liter bottles)
 - f. One fruit tray
 - g. One sweets tray
 - h. One sandwich/meat tray for judges
 - i. Napkins, plastic spoons for stirring, small paper plates
 - j. Styrofoam cups for coffee and juice/plastic cups for sodas
 - k. Ice
 - ii. **Reception/Evening – 5:30pm-8pm**
 - a. Cheese & Meat tray
 - b. Sandwich tray
 - c. Fruit tray
 - d. Soft drinks
 - e. Bottled water
 - f. Napkins, plates, cups, tooth picks
 - g. Ice
3. Procure flowers and tablecloth (check refreshment box for table cloth).
4. Form a schedule with refreshment committee; arrange for someone to be there until judging is complete in morning (am shift) and again for evening shift. AM shift will need to assist ribbon committee and judging committee as needed for judging process. PM shift will need to clean up refreshments and return refreshment box to storage unit.
5. Help clean up after the Art Show.
6. Each committee member is expected to be at the art show.