

Tea Procedure for U3A Monthly Meetings at Littleton

Here are some notes on providing the tea:

1. Three is a good number of helpers
2. Make with you tea (probably 20 - 30 tea bags); coffee; milk (3 - 4 pints), sugar, biscuits (2 -3 pkts) and tea towels. Tea is more popular than coffee.

Please note – this is an estimate – if anything over, please take it home with you. On the day, the treasurer, Vernon Tottle will provide you with £10 to cover the cost.
3. Arrive at the hall at 2:00 (talks start at 2:30). In the kitchen there are clear instructions on the walls for the water heater (which needs to be switched on) and for the dishwasher (which also needs switching on).
4. Lay out cups (or mugs) on trays from the cupboards.
5. Tea is generally served from one hatch and coffee from the other.
6. Find the teapots and coffee pots (in a low cupboard to the left of the dishwasher)
7. Sit in the back row during the talk; it works well if you exit when the talk finishes and questions begin, as that gives time for you to make the tea/coffee and open the hatches (from the kitchen side) by the time the speaker has been thanked. (Six tea bags are suggested for a pot of tea, with hot water ready by the side in case needed)
8. Put biscuits and sugar on a table in the hall next to the hatch so that members can help themselves.
9. Serve tea/coffee/hot water as requested. Make sure that the speaker gets a cup.
10. Load the dishwasher trays. The dishwasher takes only a few minutes.
11. Clear away and wash pots etc.
12. Leave all tidy and take away any rubbish. Remember to take tea towels away with you.
13. Make sure everything including lights are switched off.

April 2023