

# Monthly (October – May) Adult Luncheon Set-Up and Serve

## Basic time schedule for the luncheon

9 - 10 a.m.	Setup
11 - 11:30 a.m.	Seating, welcome, announcements, introduce entertainment
11:30 – Noon	Entertainment/program
12 - 12:50 p.m.	Lunch
12:50 - 1:45 p.m.	Cleanup (Boy Scouts)

## Setup

- The dolly with the white plates (Cupertino side of kitchen) should be rolled into Fellowship Hall and placed at the start of the buffet tables.

- Nine dining tables need to be set with

- Round fabric tablecloth
- Eight place settings of knife, fork, spoon, drinking glass, coffee cup, and napkin
- **Flatware** is in the drawers under the coffee machine on the Fremont wall of the kitchen.
- **Glasses** are in a rack on a dolly next to the white plates and also on the last shelf of the Milpitas rack.
- **Coffee cups** are in racks on a dolly also next to the plates.
- Additional coffee cups are in the white cabinet labeled “Memorial Supplies”.

- Each table should also have placed on it

- A **table number** from the Adult Luncheon cabinet
- A **salt and pepper shaker**
- A **holder with sugar, artificial sweetener, tea bags**
- A **pitcher of ice water**
- A **table decoration**.

- Each table will also get a **small stainless pitcher of half & half** for coffee and tea. These small stainless pitchers are in the Adult Lunch cabinet. Fill each half full with half & half and place the filled pitchers on a tray and then put the tray into the refrigerator. The cream will be placed on the tables when food and coffee service begins.

- The buffet tables should be covered with disposable tablecloths

- A basket to receive lunch payments is set at the start of the buffet tables. The basket is in the Adult Lunch cabinet.

- The lectern with microphone should be set up at the front of the room.

## Checklist for setup:

- Dolly with white plates moved to start of buffet table
- Dining tables set with tablecloths, napkins, flatware, glasses, coffee cups, ice water
- Dining tables set with table numbers, salt and pepper, sugar, sweetener, tea, decorations
- Buffet table covered with disposable tablecloths
- Cream pitchers filled and placed on a tray in the refrigerator
- Money basket placed on buffet table
- Lectern set up with microphone
- Appetizers should be brought to the tables at 11 am.

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## Getting Ready to Serve

- During the entertainment, servers should be planning which persons are doing what task.
- Coffee should be made (see below).
- Plan which serving utensils you need for each food dish and get them out and ready.
- There should be at least two people serving at the buffet, although three is better.

## Coffee and Tea

- The luncheon usually needs two full large stainless containers of decaf coffee and one large stainless container of regular coffee.
- Coffee should be made when the coffee containers return from Trinity Court (see instructions on the wall to the left of the coffee makers).
- Take the full coffee containers out to the dessert/cleanup tables.
- Fill the acrylic pitchers with coffee and carry to the tables to serve. Acrylic pitchers are stored in the cabinet over the ice machine on the Palo Alto side of the kitchen.
- One person should be going around the dining room with hot water in a thermal carafe. Thermal carafes are stored in the cabinet over the ice machine on the Palo Alto side of the kitchen. Get hot water from the red spigot on the coffee machine.

When food service starts:

- Two or three people should be serving coffee and hot water at the dining tables.
- Bring a serving pitcher of cream to each table.
- Someone should also be looking out for water pitchers that need to be refilled.

## Dessert

Dessert is often served best on the glass swirl plates in the cabinets on the Fremont wall. Have the lunch participants save either their fork or spoon, as needed, for dessert. Ideally, dessert is served onto plates and plates are taken to the tables as people are ready for it. You can clear the dishes they are done with and hand out dessert.