

**HUNTERDON FLUTTERWHEELS
ECHO HILL
SET UP/CLEAN UP CHECKLIST**

A. SET UP 7:15 – 8:00 PM

BRING

- Flashlight (mostly during winter months)
- 1 pint Half & Half or milk and snack
- Dance themed decorations (OPTIONAL)

DANCE HALL SET UP

- Lights: Rocker switches are left of Dance Hall kitchen door (don't use dimmers)
- Tables:
 - 2 banquets – in "L" configuration (Food)
 - 1 narrow - in front of fireplace (Dance Notices)
 - 1 narrow - alongside fireplace (Treasurer)
 - 2 narrow – on stage (Caller)
- Chairs: around room under windows + 2 behind Treasurer's table
- Club Banner: hang on stage
- Hand Sanitizer: on non-food tables in Dance Hall
- Dance Notices: out on table (toss dated material)

KITCHEN SET UP

- Coffee: Stainless Coffee Pot; Fill to 12-15 cups, 1 T. coffee to 1 c. water (No filters)
- Hot Water: Green Coffee Pot + ½ full water (no stem)
- Ice tea: Stainless bowl; 2 serving ladle scoops of mix + water + ice
- Cold Water: Blue water jug + ice + drip catcher
- Kitchen Counter:
 - Hot & Cold cups + magic markers
 - Tea bags, instant coffee, hot chocolate (seasonal)
 - Stirrers, sugar packets
 - Half & Half and/or powdered creamer
- Refill ice containers and place in freezer

FOOD TABLES

- Tablecloths
- Ice tea + serving ladle
- Paper plates, napkins, forks/spoons, toothpicks
- Cold cups + magic markers

PARKING PRIVILEGE- you may park in front of Echo Hill Lodge in Non-Handicapped spaces!

KEYS come via President, Vice President or Person-in-charge.

B. DURING THE DANCE 8:00 – 9:30 PM

CHECK REFRESHMENT TABLE

- Beverages: fill as needed up to 9:30 PM
- Paper goods + utensils: fill as needed
- General tidying of table during the night

CHECK SUPPLIES

- Report low or empty items to Epicureans via Shopping List found on cabinet door

C. CLEAN UP & CLOSE 9:45 – 10:15 PM

- Kitchen items, supplies, banner, sanitizer go back into kitchen cabinet. (No food can be stored!)
- Table and chairs stay in place
- Kitchen cabinet door and padlock get locked
- Windows are to be closed and locked
- Lights: **OFF** in Dance Hall with Rocker switches
OFF in Bathrooms
ON in Foyer Bulletin Board
- Take items left behind and bring to next dance
- Remove kitchen trash to hallway trash bin

SET UP/CLEAN UP DATE ____/____/____

Theme _____

If you are unable to make your Set Up/Clean Up date please find a replacement and notify Club President and Epicurean of the change.

Thanks for your club participation!

GENERAL INFORMATION

HEALTHY HYGIENE

- ❖ Please wash your hands prior to working with refreshments.

FIRST AID EMERGENCY KIT

- ❖ Band-Aids and antiseptic are in plastic bag in kitchen supply cabinet.
- ❖ Medical emergencies - Call 911.

ACCIDENT REPORTS

- ❖ Incident Report must be made to NNJSDA and can be found in plastic folder on left side cabinet door.

OTHER INCIDENT REPORTS

- ❖ Report unusual or dangerous happenings to attending Club Officer immediately or contact Park Rangers at 908-507-5236 (after 5 PM). Report building problems to Club President: i.e. leaking toilets, sinks, etc.

CABINET STORAGE

- ❖ Refer to tried-and-true packing order below. It really does all fit in this way!

TOP SHELF				
Folder with Club Notices Large Blue Bin	Punch Bowl (upside down)			Water Jug Lid against back wall
	Large Coffee Pot – Pour nozzle slanted to side			Nesting Order:
	Ice Tea Mix	Hand Sanitizer	Coffee Creamer	Water Jug (handle down to shelf)
				Green Coffee Pot w/o Lid
				Drip Catcher & Punch Ladle
BOTTOM SHELF				
Small Bin	Club Banner			Table Cloths
	Tea/Sugar Container	Coffee	Napkins & Cups	