

BHBL Rotary Set-up and Clean-up Schedule

Rev 1/5/2020

Menu Planner and Catering:

Establishes monthly meal plans, orders from caterer, meets and greets caterer, sets out food and informs club of weekly menus.

Coordinator: Suzette Stewart

SET-UP TEAMS:

Arrive one hour early, (5:15, if on BOD then 4:15 on BOD Meeting and work project nights), use supplied checklist, which involves table and chair set ups, positioning of the lectern, Club Banner and US flag,

Set up projector if needed, set out table service items, brew coffee and set out water, salt, pepper, cups.

	<u>Feb</u> <u>May</u> <u>Aug</u> <u>November</u>	<u>March</u> <u>June</u> <u>Sept</u> <u>Dec</u>	<u>April</u> <u>July</u> <u>Oct</u> <u>Jan</u>
Lead	Silas Schrader	Paul Lewandowski	Ken Crotty
Helper	Dan Stec	Bob Youmans	Peter Parker
Helper	Bill Wehrle	Tom Brownell	Ryan Baker
Helper			
Greeter	Gini & Rey Whetten	Ray Callanan	Bill Lonergan

CLEAN-UP TEAMS:

Put away banners, bus tables, clean coffee makers (carefully) & serving utensils, store banners, return all equipment and clean supplies to appropriate storage area.

All Members - Help put away chairs and tables.

Assure that all Doors are locked.

Lead	Pete Sawyer	Gregg Schorr	Darlene Bower
Helper	Alec Davis	Mike Brewster	Suzette Stewart
Helper	Stephen Geene	Mary Anderson	Fred Baily
Helper	Joe Denning	Jon Costolo	Steve Caine - July, Oct
Helper	Beth Brownell		Maryellen Symer

The individual who will be absent must arrange coverage for absences. The arrangement should be reported to the team lead.

Revised 1/5/2020 KEC
Club Administration