

REFRESHMENT COMMITTEE...MUSIC IN THE HOME

Thank you all for attending our meeting and agreeing to assist Music in the Home this year. Here are our collective thoughts and general guidelines for the concert year, 1986-1987.

Jeanette just informed me of a probable increase in attendance at the concerts. 125 series tickets were sold, so estimate 100 people per concert.

Teen helpers (Clean-up artists...Hooray!!) will be used on a trial basis at our first concert @ \$4.00 per hour for a 3 hour shift. The Committee will vote later whether or not they will be permanent. Grace will be contacting BHS to obtain names of girls wishing a job. (Grace, Jeanette was to call you with the OK.)

REFRESHMENT COMMITTEE INVENTORY

2 silver services (5 pieces in each) stored at G. Combs' house at the present time.

One large candelight cloth

White and Beige plastic cups, dishwasher safe

Yellow plastic cloths (2)

Various napkins, paper plates

Tea Bags

Need to purchase Coffee; Plastic Bags for Clean-up

*****Cups and Supplies are to be rotated to the next Chairman. Chairperson of the concert will wash cups in dishw. and give them to the next Chairperson in line. (Many thanks!!!)

SEPTEMBER 28th CONCERT - Home of M. San Filippo

General Chairman: Grace W., assisted by Paula B.

Menu: Bar Cookies
Coffee/Tea/Cider
Centerpiece/Cloth provided by Hostess

NOVEMBER 30th CONCERT - Good Shepherd Manor

General Chairman: Sharon A.

Menu: Christmas Cookies
Coffee/Tea/Punch
Cloth/Centerpiece provided by Committee

MARCH 8th CONCERT - Home of N. Koziol

General Chairman: Paula B.

Menu: Breads/Cream Cheese
Coffee/Tea/Punch
Check with hostess on Centerpiece and Cloth

APRIL 26th CONCERT - Lake Barrington Shores

General Chairman: Luci Johnson

Menu: White & Red Wine/Cheese/Crackers/Grapes/2 Punch Bowls
(Cheese to be prepared by one person...bill sent
to BAAC, Kathy Carroll.)

FOOD: Rough Estimate...2 to 3 cookies per person; 5 to 6 chunks
of cheese; 1½ cups coffee or punch, etc.

GENERAL CHAIRMAN

5 WEEKS AHEAD OF CONCERT

Contact House Hostess to Assess:

1. Tablecloth provided by home or BAAC?...Color?
2. Centerpiece and candles provided by home or BAAC?
3. General Supplies: 3 30-cup percolators; 2 for coffee;
one for hot water (tea)
4. Visit home, if new to BAAC, to assess kitchen layout,

traffic pattern, fuses, etc.

2 Weeks Ahead:

1. Chairman and Assistant: split calling lists of committee members for baked donations. Omit Wally and Flo.... suggest nuts and mints for Flo.
2. Order centerpiece, if needed. Pay bill personally; remit bills to Kathy Carroll, Treasurer of Music 'in the Home.

One Week Prior:

1. Purchase napkins in color scheme desired. Plates not necessary.
2. Purchase coffee, tea, wine, punch ingredients.
3. Check if cups or plastic glasses need to be purchased.
4. Inform hostess of committee's arrival time at concert.

Day of Concert:

1. Arrive approximately one hour before the concert time. Prepare and perk 2 30-cup coffee pots. Heat one 30-cup pot of water for tea. Be sure to check power of fuses, especially at Good S. M. Split the pots on fuses.
2. Set table with our cloth, if needed. Arrange napkins, cups, centerpiece, silver services, punch bowl, etc. Have pot ready for tea.
3. Assign people to pour coffee and punch.
4. During the last concert selection: unwrap goodies on table; fill coffee pots; prepare tea and punch, etc.
5. Assign teen helpers to replenish food trays; remove trays; fill tea and coffee pots; collect and rinse coffee cups; save cups in plastic bags; discard plastic glasses; clean coffee pots after concert..
6. Be sure kitchen and dining room are tidy before leaving.
***Ascertain how teens are to be paid before concert.

Have an enjoyable concert year! Thank you in advance for all your cooperation. Please call me if you have questions.

Mary Ellen Henehan....381-7669