

# General Set Up for Brady Hall and Pahler Center

General Set Up includes the serving and dining table area as well as stocking fridge in the kitchen. Dessert/Beverage, Condiment and Take out have their own volunteer set up teams. You might be asked to help in those areas if needed. Thank you!

## **Dining Tables:**

- All covered in white plastic rolled table cloths. Table cloths are in the storeroom located on back wall of Pahler Center (gym). Scissors in plastic bin on wire cart by stage in Pahler Center.
- Salt and Pepper Shakers on tables. These are located on the wire carts in small cardboard boxes and smoke colored plastic boxes.
- Table Tents go on all tables. These informational cardstock signs are in the plastic bin with scissors

**Food Tables:** This includes the front serving tables, the dessert/beverage tables, and the chowder/condiment table.

- All are covered in white plastic rolled table cloths.
- Tables are skirted with clips and white skirting. These can be found in the maroon cloth bags located in the storeroom on the back wall of the Pahler Center
- For the front food tables, working with Tom Shannon (Pahler Center) and Cary Burrier (Brady Hall) place chafing dishes, utensils for chafing dishes, and all other food containers needed such as salad, dressings, slaw, and so forth.
- Locate sterno burners in gym storeroom and place under chafing dishes
- Place food signs in front of the chafing dishes according to Cary and Tom's direction