

Checklist for Gatherings at First Presbyterian Church Grapevine

1. Pick Date and Time of event and location of event
2. Call Jill Compton and reserve date if available (making sure there are not conflicts)
3. Goal or Theme of Gathering
4. Is Childcare needed?
5. Sponsored by- Which Ministry?
6. Call Fellowship Ministry Deacon and inform
7. Contact The Communications Ministry to assist you in getting the word out.
8. Projected Attendance
9. Obtain Volunteers- set-up/prep, during event, and clean up crew. Plan on for every 10 people>1 volunteer* Volunteers are to be procured by sponsoring ministry
10. Style of Event: Potluck, buffet, plated, etc
11. Foods needed-
12. Beverages needed-
13. Location of Gathering: Fellowship hall, grounds of FPCG, Perking Lot, etc
14. Set-up of Event- Tables, rounds, rectangles, buffet line, window in kitchen, outside, blankets to sit on, chairs, Tablecloths, shade/canapés, etc
15. Disposables needed for function: plates-large, dessert, salad
 - Bowls
 - Knives, forks, spoons
 - Cups-regular and Styrofoam
 - Napkins
 - Aluminum containers

* Items are needed for purchase, contact fellowship ministry.

Kitchen in Fellowship Hall:

16. Equipment: stove, refrigerator, Hot box, breakables>glassware, dinner plates, etc
17. Receptacles- Lined trash cans
 - All trash to be disposed of after event
12. 3-Compartment sink in Fellowship hall kitchen- If using kitchen and cooking, the 3-compartment sink must be filled up with> 1st sink-hot soapy water, 2nd sink-hot/warm rinse water, 3rd sink-sanitizer. Sanitizer can be a capful of bleach for 1 sink>cool water.
13. All dishtowels to be washed and returned folded
14. All counters and work space to be cleaned and sanitized
15. If refrigerators are used> to be cleaned and organized prior to and after function
16. If stove is used> always cleaned and wiped down
17. Floor to be swept and moped as needed
18. All tables, chairs, to be returned to storage closed or returned to location prior to Event.
19. Check: Dishwasher soap
 - Hand soap
 - Stoppers for sinks

Sanitizer

Paper towels

20. Dry storage/Pantry- Please keep organized
21. Please advise Fellowship deacon on items needed, running out of, or missing.