

## Lemonade on the Lawn Instructions Summer 2024

### WHAT TO DO FOR SET UP *Before church ~ 9:40*

- Put one long table & table cloth outside in the front of the church. Table is in the south vestry (aka the room with the double doors on the left next to the ladies' room as you come downstairs from the Narthex). Table is labeled "Reserved for Fellowship". The table cloth is in the wagon also found in the south vestry. Attach umbrella to the edge of the table, umbrella also found in the wagon. Umbrella is needed to shade cookies so they don't melt.
- Put out trash can from Fellowship Hall
- If not already set up, put ice and water in one of the two (2) gallon blue beverage coolers found in lower cabinet in Fellowship Hall bottom cabinet closest to the office. Make lemonade in the other. Lemonade powder is found in the lower kitchen cabinet next to the dishwasher, follow instructions on label. # scoops vary by brand. (Some weeks there will be a gallon or 2 of lemonade already in fridge so check first before making more). Leave lemonade and ice water in kitchen during worship.
- Get the nut free cookies from Fellowship Hall (Chips Ahoy & Oreos). Also there will be a box of gluten free cookies that can go on the serving table. Cookies will be in the clear bin in the lower cabinet, 2<sup>nd</sup> in from back door near office. Put cookies on 2 trays. Trays found in left most cabinet across from the kitchen island. Leave trays on island until ready to put outside. Get 2 tongs (left most drawer in island, oven side) for people to use to take cookies.
- The wagon will be stocked with napkins and cups.

### WHAT TO DO FOR SERVING

- Shortly before church ends, approximately after the Lord's Prayer, put cookie trays in wagon and wheel up to the lawn.
- Put cookies & cups on the table.
- Bring out water cooler & lemonade cooler (or gallon of lemonade). Start pouring water and lemonade into cups.

### WHAT TO DO FOR CLEAN UP ~11:30 ish or when looks like folks are heading out

- Rinse out blue coolers and leave in kitchen with tops off to dry.
- Leftover cookies can go in a gallon ziplock and put back in the bin in Fellowship. Ziplocks in far-left drawer of island, counter side v. oven side.
- Table cloth gets wiped down and once dry gets put back in the wagon with the umbrella
- Bring in trash.
- Bring wagon & table back to south vestry

### **IMPORTANT - LOCKING THE FRONT DOOR AND TRAFFIC CONES**

This is not normally a Fellowship thing but Andy is not working Sunday's this summer. Once Fellowship items are inside, please bring in the traffic cones from the street and stack them in the narthex, just inside the left (as you are facing the sanctuary) side front door

Please lock the front door before you leave. The key (marked as Sacristy & front door) is in the drawer of the credenza at the back of the sanctuary. It is just the one door - check to make sure the handle doesn't move after locking. The door is locked from the outside. So with the door open (or ajar), you lock the door, then return the key to the drawer. QUESTIONS??? Call Jan 978-807-4093 or Eileen 978-886-7385