

## C7 HOSPITALITY

### OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

#### C7 Hospitality Committee Chair

##### **Pre-Festival:**

1. Establish and maintain liaison with host.  
Be sure to request 2 tables near 2 electrical outlets, located in Judges waiting area.
2. Check on supplies. Purchase what you need to replenish supply box.
3. Buy paper goods and other supplies as necessary
4. Buy or arrange for adequate snacks and beverages for the judges and coaches for the day.  
This includes breakfast foods, morning snacks, and afternoon snacks.
  - On cold days, keep the coffee going.
  - On hot days, have plenty of water available through the afternoon.
  - Always have munchies for the judges in the afternoon too.
  - The better fed the judges are, the happier they are with the performances.
5. It is NOT your responsibility to arrange for lunches.

##### **Festival day – Judges start arriving shortly after 6:30 am, although they don't need to be there that early. Must have hospitality ready by 7:30 am, but earlier is better!**

1. Arrive at festival one hour prior to judges arrival. **It is IMPERATIVE that coffee is READY when judges arrive.** Perhaps the host school will arrange to have coffee ready. It is your responsibility to remind them and check on this. Remember, the host has endless other jobs and concerns, and coffee in the morning helps everyone!
2. Throughout day, check on coffee, snacks, etc. Keep tables cleaned up. Replenish baskets and trays as needed. It may seem trite, but the snacks are often what the judges comment on — positive and negative. We need to really make every effort to make the snacks especially appealing to them.
3. Clean-up all foodstuffs and return all trays, baskets, supplies, coffee pots to supply box. Be sure all stored items are CLEAN. Box must be left with hospitality chairperson of the next festival (Varsity or MS/JV etc). Leave with vice president if necessary.
4. Clean up at the end of the day

##### **Post festival:**

1. Store the hospitality supplies until next time

NOTE: Whenever possible, the festival host should handle judges' hospitality.

# Hospitality Inventory

The following SUGGESTED items need to be set-up the day of the festival no later than 7 a.m.:

- two large food tables covered with plastic table cloths
- large coffee maker with regular coffee
- large coffee maker with decaf coffee - or switch the regular to decaf later in the day
- large coffee pot with hot water - for tea or cocoa
- 200 small insulated coffee cups (minimum)
- coffee to make throughout day nearby - so others can make it if needed
- basket of sugar packets
- basket of assorted sweeteners (Sweet n Low, Stevia, etc.)
- basket of creamers (assorted flavors, and regular)
- basket of assorted teas (include some decaf.)
- basket of hot chocolate
- stir sticks
- trash can near table
- large basket of assorted fruits
- large basket of assorted breakfast muffins/bagels
- cream cheese if bagels served
- plastic knives for cream cheese
- small napkins
- packets of granola, or granola bars
- small plates
- large container(s) of orange juice
- small juice cups
- several multi-packs of bottled water

Good suggestions for later in the day:

- fresh fruit
- vegetable platters
- bags of pretzels, granola, chips, etc.
- cookies, Halloween-size candies
- 2 large containers of iced tea
- disposable cups, paper napkins, small plates

*continued on next page*

## **SUGGESTED LIST FOR HOSPITALITY, PAGE 2**

Also have available:

- roll of paper towels
- large knife to cut bagels, etc.
- can opener
- extension cord / power strip
- ice chest with ice for tea and water
- ice scoop
- 10" centerpieces" for judges' tables (suggestion: basket of small candies)

### **Keep in Hospitality Box\*\*\*:**

- 2 coffee pots
- 2 iced tea containers
- 1 juice container
- knife
- can opener
- 6 large platters
- 4 large plastic bowls
- 10 plastic "baskets"
- misc. napkins, cutlery, plates, stir sticks that are still packaged and usable
- misc. creamers, teas, coffee, and hot chocolate - as long as they will keep till next festival

### **Consumables to Purchase:**

- Coffee (regular and decaf)
- Tea (if needed)
- Hot chocolate (if needed)
- Sugar, real and artificial sweeteners
- Creamers
- Assorted fruit (for 100 people)
- Granola bars or packets
- Breakfast rolls (for 150 people)
- Juice – about 4-6 oz per person
- Vegetable platters (for approx. 200 people - or bags of carrots and dip)
- all the snack foods and candies
- napkins, cutlery, small plates, coffee cups, juice cups, etc

Note: This list is good for about 100 people.