

Easter Brunch 2003

When

- **Easter Day, Sunday, April 20** immediately following 10:30 service
- Children have Easter Egg hunt outside while folks mill around and filter into Parish Hall

What

- Buffet brunch
 - Church supplies hams, rolls, condiments and punch

Weeks prior to Easter (2 or 3)

- Announcement in Church
- Announcement in Calling All Saints
- Take helper signups
- Take food signups; give reminders
- Have Decorations coordinator plan decorations and purchase supplies
- Check kitchen supplies
- Make shopping list for food and supplies
 - Hams (3?)
 - Mustard, mayo, butter
 - Rolls (pre-order from Costco; come in bags of 3 dozen)
 - Punch ingredients
 - Paper plates, napkins, plastic cups, plastic flatware
 - Coffee and coffee supplies

Week prior to Easter

- Shop (Costco, other)
- Deliver to All Saints kitchen
- Decorations person: purchase supplies, confirm time with helpers
- Confirm setup time with helpers
- Place phone calls to other helpers reminding them of jobs

Saturday 4-19 Setup

- Tables and chairs to seat 120 people or more
 - Please leave wide aisle outside Fireplace Room, because Easter Vigil reception will take place there; you can adjust placement of tables in that area Easter Morning if necessary
 - Set up buffet tables along kitchen wall, in “T” shape made by having one table come out of middle toward fireplace wall
 - Leave space for rolling semicircular coffee table near electrical outlet on kitchen wall.
- Tablecloths
- Decorations
 - Usually flowers on tables, maybe something else
 - Usually large arrangements for buffet table
- If hams need to be glazed, do this in Parish Hall kitchen while decorating is going on

Easter Morning

- Have volunteers in half hour shifts in Parish Hall kitchen from 9 to 10:30 to receive food, refrigerate
- Punch must be made and refrigerated
- Coffee must be set up and made; hot water also
- After communion, need 3-4 helpers to set out food, punch, etc.
- During brunch, need ham carvers (or else it needs to be done ahead of time)
- During brunch, need 1-2 people watching over buffet tables, consolidating food, refilling punch, putting empty plates in kitchen

Clean up

- Clear tables, put away tables and chairs
- Take tablecloths home and wash
- Clean up kitchen