

SET UP

Take large coffee and tea pot out of bottom of cupboard in kitchen
Take small coffee pot out of storage room, beside stage.
Take out coffee, napkins, sugar, a few cups, table cloths etc out of cupboard (beside stage).
Fill coffee pot with water and coffee\plug in
Fill tea pot with water. When water has boiled put in tea to steep.
Set table with tablecloths

Cutlery if needed is in bottom of cupboard under where taps are.

CLEAN UP

Drain coffee and Tea pots. Clean. Wipe table.
Put tablecloth, napkins, sugar, teabags, cups and etc back in storage room
beside stage
Put small coffee pot in storage room.
Big coffee pots go under cupboard in kitchen.

DONT FORGET TO PUT TABLE CLOTHS AWAY IN STORAGE ROOM

THANK YOU