CPPG Hospitality Committee Job Description

The Hospitality Committee is responsible for providing refreshments for the regularly scheduled monthly meetings and the judged show receptions, coordinating lunches for the club members at the annual CPPG Showcase, (formally known as “Jubilee”) and supporting the Program Committee at the annual holiday potluck in December.

General Duties: Maintain supply of Coffee (regular and decaf and Tea.

- Sugar/creamer/stir sticks.
- Coffee cups and water cups.
- Paper plates, bowls, and cutlery.
- Napkins.
- Tablecloths.
- Table decorations.
- Serving dishes and utensils.

Meetings and Receptions

- Deliver coffee to event facility the day before the meeting/event.
- Purchase refreshments. Purchases stay within budget provided by leadership team.
- Set-up refreshment tables on event day - two tables for food and one area for coffee/tea and beverage supplies.
- Greet members and guests, keep tables stocked and tidy.
- Tear down set-up after the meeting/event.

Note: At judged show receptions, tables need to be wiped down as clay potters use the room in the morning in the recreation center being currently used for the show.

Refreshment Ideas: Purchases stay within budget provided by leadership team.

- Fresh fruit
- Cheese and crackers
- Cookies
- Sweet bread
- Cupcakes
- Pretzels

Note: Members may bring an item to share, although most contributions are sweets. Average attendance at a meeting is approximately 55 people.

Holiday Potluck: (Program committee is responsible for the holiday event)

Deliver coffee to the event facility the day before the event.
Provide holiday themed paper products and assist with room set-up.
Manage receiving and arranging dishes on tables (four tables), prepare identifying labels.

Showcase: (Formerly known as “Jubilee”)

Facilitate ordering lunches (Historically Publix has been used).
Set-up club member break/lunchroom with coffee, tea, and water.
Pick up and deliver lunches to facility by 11:30.
Attend the monthly planning meeting held on the Friday of the month.