

## Moms Plus Reception Internal Service Project Summary Sheet

Date of Service Project: Usually February  
Actual Time of Service Project: 6pm-10pm date of mass  
Number of Volunteers Needed: 6-8  
Contact Person at St. Raymond: Sister Dee

### Duties in Advance:

Assign each person in your group to make an appetizer or dessert and bring to the reception. In addition, purchase a meat/cheese/cracker tray and fruit tray at Meijer/Jewel/Costco prior to the event. Plan on spending around \$100 for these purchased food items. Will also need to buy 1-2 bunches of flowers, for the food table which you can buy at the same store as the food. Check with Sister Dee to see if there is a budget but \$100 is usually an acceptable amount to spend. You can obtain a check in advance to pay for this. Contact Robert Nichols 2 weeks prior to the purchase date. Give her the name of the vendor and she will make out the check to that vendor and you will be able to fill in the actual amount when you pay at the register. This is an option if no one wants to “front” the money. If someone from your group does use their own money, just submit all your receipts to Sister Dee and include your name and address and she will make sure a check is sent promptly to your home.

### Day of the Project:

Sister Dee will have arranged for parish staff to set up the tables. In addition, she will have arranged for the wine, soda, coffee, glasses, plates, cups, napkins etc. to be in the kitchen. Your group does not need to take charge of obtaining these supplies— Sister Dee will likely cc your group leader on a memo she sends to parish staff regarding these arrangements. Your group should arrive at the Community Room at 6pm to set up the food, drink, paper/plastic products, put out centerpieces, put the flowers in the vases, and just make sure everything is there. You will find vases in the back of the kitchen. For centerpieces, we have used mirrors and candles owned by St. Raymonds in the past. Coffee needs to be made. There is a portable coffee container that should be placed in the Community Room and plugged in so guests can serve themselves coffee.

Wine and Pop are served in the “bar area” that will be set-up in advance. There will be a portable cooler there with the soda and chilled wine. Moms Groups will need to open the wine as needed. 2-3 members should man the bar area throughout the reception.

In the past, we have planned for 120 people although the past couple of years, attendance has dropped to 60-80 people.

During the event, there is not a lot to do other than make sure that everyone is comfortable and man the bar/drink area. The food is serve yourself so members of the group are free to mingle. After the event, there is clean up to do. Everything needs to be washed, wiped down, and put away. Any leftover food can be packaged and taken to St. Mark’s for PADs.