

Coffee Hour Sponsorship Requirements

- a) Request the date you desire with the coffee hour coordinator (Val Christani 440-286-5012), preferably 1 week prior to the date needed.
- b) Advise coordinator if you need the scheduled crew to work the event, or if you will supply your own crew.
- c) Offering basket to be placed at head of table for all events unless full meal supplied. This collection can offset offerings of lesser value through out the year.

Basic Items required:

- a) plates, napkins, place settings, bowls, juice cups (as required by your food offering)
Coffee cups always supplied and on hand.
- b) coffee, creamer, condiments as needed.

Food selection:

Full menu supplied by sponsor/s (meal, etc.) sponsor brings everything for the meal and basic items as noted above.

If you just want to add a CAKE or something special to the normal coffee hour spread, you are to supply it, but coordinator still needs to know so that another event is not scheduled at the same time, or there is room in the menu for the special item.

(example for special event: Baptism, Birthday, Anniversary. etc.)

Calendar:

A calendar will be posted on bulletin board noting special events, so you can plan your event day accordingly, please keep in mind, you still need to ask the coordinator since occasionally a surprise event occurs and posting it will not be possible.

Monetary Sponsorship:

Monetary sponsorship and donations of food, paper products, coffee, tea and condiments are accepted at anytime. And can be noted in the bulletin as necessary.

Lenten Seasons

When sponsoring during a Lenten Season, please consult Fr. Andrew regarding food choices.