

EWC AWN Setup/Cleanup

AWN meetings are held the 3rd Wednesday of every month, 5:30 to 7:00 pm

You'll need 3 keys, one opens the front door, one opens the upstairs door, and the 3rd one opens the office (on the stage) and the kitchen cupboards.

The janitor will set up/take down the tables and chairs.

Turn on the printer and light in the office (use the button on the power strip) – you might want to make copies.

You'll need to get the following from the office:

- nametags (if not already in the fireside room or great hall);
- donation jars for Milk Fund and Building Fund (and money counting envelopes), donation jar for box tops
- small sign-in binder (start a new page with "AWN" and date);
- flat box that has agenda and minutes forms (fill these out), "Please sign in" sheet, business cards and sign for them (put these on the front table);
- bottled waters.

Plates, cups, and napkins are in the kitchen cupboard under the phone. Tablecloths are in the cupboards to the right of that.

After the event two people count the money, fill out the envelope, and both sign it. Put the envelope in the locked mailbox in the upstairs kitchen for the financial secretary to retrieve.

Clean up: Take out trash and recycle. Put new plastic bags in the cans. Wash, put away dishes. Wipe countertops. Make sure frig is clean and the stove burners and oven are off.

Return all items to the office.

Turn off printer/light in office (with button on power strip). Shut and lock the office door. Be sure to double lock the back door (button on knob should be in horizontal position). Check the bathroom.

Turn off heater, lights. Lock the front door.

Go home, relax!