

FIRST GAME OF NETBALL AT HOME COURT
STALL SET-UP CHECKLIST

- Purchase a 1 litre carton of milk for tea & coffee and ice for 2 eskies (2 bags?)
- Reimburse the money from the money tin, please leave receipt.
- Obtain key to Op Shop/toilet from the equipment shed. It is located in a clear plastic tub on the western shelf and marked 'Secretary Box'.
- Please ensure that the toilet is unlocked and clean (disposable gloves/wipes in shed if required).
- In the Op Shop, the GUNC cupboard is located against the wall (brown cupboard).
- Inside the cupboard is: chocolates, chips, lollies, soft drinks/water and noodle cups. If there are insufficient stocks, please contact the Canteen Co-ordinator (Pauline Hill 04011 441 092).
- In the equipment shed is 2 x esky's, stock of drinks, money tin, price list on the whiteboard and the slow cookers.
- From the equipment shed, obtain: the urn, moulded tables (2), blue esky on wheels (2), money tin, price list, stock of drinks, slow cookers .
- The blue esky on wheels should be stocked with drinks ready to fill with ice & will also have the money tin.
- Fill the urn with water (probably easiest from outside tap).
- Set up on the bottom verandah, nearest the power point. There is no master switch for the power point, so the urn will immediately come on when plugged in and switched on. **use only GUNC tables from shed, not green Op Shop tables **
- The urn needs to be switched to 'HIGH' in order for the water to boil (please give it a little time before serving tea & coffee). Please ensure the spout faces OUT FROM THE TABLE FOR THE INDIVIDUAL TO POUR THEIR OWN WATER.
- Connect the slow cooker and heat. If soup is already HOT, keep the cooker on LOW. Use poly foam cups for coffee, tea and soup.
- Fill both esky's with ice. Refill drinks as required to keep a good supply for next game. Also, consider putting chocolates in esky if weather is very warm.
- Set up a display of lollies, chips, cakes etc. There is a laminated price list with the goodies in the cupboard. For goodies brought by the Team, suggested pricing is \$1.00 - \$1.50 per cupcake/slice/scone. The Team Manager can determine the appropriate price if necessary.
- Please wait for the next shift to arrive (1.45pm) to take over.

****** CHILDREN MAY ONLY OPERATE THE STALL UNDER ADULT SUPERVISION ******

****** CHILDREN ARE NOT TO POUR OR SERVE HOT DRINKS ******