

## **Refreshment Committee**

If refreshments or a meal is being offered as a part of your event, then this committee will be responsible for planning those details. Be sure to co-ordinate your plans with the Venue Committee so they can make any set up arrangements necessary.

It will be important for this committee to know how many people they should plan on serving in order to have adequate amounts of food and drink on hand.

If light refreshments and or drinks are being offered then a stand-up arrangement is fine. You will want to have a certain number of chairs available for those who cannot stand for long periods but only enough tables for serving the drinks and refreshments. With this arrangement people are much more likely to mingle and share their experiences with each other.

Be sure to co-ordinate with the venue committee on any clean-up requirements that your refreshments may create (like dish washing).