Helpers Roster

**Please sign up if you can help**

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| **Event & Date** |  |
| **General Duties*** Provide a friendly welcome to participants and spectators and help ensure their comfort and enjoyment of the day
* Ensure lunches and refreshments are paid for
* Keep washing up under control – a tour of the lawns every so often helps
* Ensure drinks are available – chilled water on hot days
* Tidy up as you go
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| **Charges*** Teas, coffees, biscuits, cake, cans, choc ices: £3.00 per day
* Lunches £10 – must have been ordered in advance – a list will be provided
* Single drinks / cakes / biscuits may be bought and the list price charged
* If anyone appears to be taking excessive advantage of the inclusive refreshments charge, inform the Catering coordinator or Tournament Manager
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| **Time** | **Tasks** | **Helpers** |
| 8.30 – 10.00 | * Meet and greet and general duties
* Complete Participant Checklist
* Collect monies for Treasurer
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| 10.00 – 12.00 | * General duties
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| 12.00 – 1.30 | * Lunch team
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| * Pudding team
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| * Teas and coffees
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| * Washing up
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| 1.30 – 3.30 | * General duties
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| 3.30 – 5.30 | * Serve tea and cakes
* General duties
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| **Lunch makers**Please liaise with each other to avoid duplications / clashes, etc. |
| **Name** | **Dish** |
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| **Cake Makers**Please bring on the day or let the Catering Coordinator know if you deliver these to the club beforehand and clearly label them. |
| **Name** | **Type of cake** |
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