



## Reception Coordinator Job Description

*August 2017*

The Reception Coordinator is responsible for organizing the reception following specific concerts. The coordinator may create a team to complete the duties.

These duties include:

- set up and decoration of the tables required for desserts;
- arranging hot and cold beverages, along with cups and glasses;
- providing garbage containers;
- service on the day of the concert; and
- clean up following the concert.

Receptions are always held after the Christmas concert and always after the spring Dessert Musicale (two concerts/two receptions). There is no reception after the spring Classical concert.

The Reception Coordinator will make announcements to the choir regarding plates of desserts, expectations, etc. S/he will also be the "Keeper of the Tote," making sure supplies are in order, plentiful, etc., and purchasing more items as needed, providing all receipts to the Treasurer.

The Keeper of the Tote will ensure that there is a supply of napkins, tablecloths, and cups, and be reimbursed upon delivery of receipts to the Treasurer.

**Dessert expectations:** Calculate the number of pieces required for each concert. Each choir member (with the exception of the Executive) should be

- Advised of the number of plates required for the reception(s).
- Reminded that goodies are defined as finger foods – easily eaten without forks, spoons, etc.; for example, sandwiches, squares, fruit (with toothpicks).
- Reminded that goodies should already be on a plate/platter and ready to serve, so all that has to be done is remove the covering (tin foil, plastic wrap, etc.).
- Reminded to put their names on their plates!

- **If certain goodies contain nuts, it is ESSENTIAL that the choir members involved indicate this.**

### **Concert Coordination**

- Meet with the ACC Facilities Manager before the concert to plan layout of food & beverage tables.
- Discuss the setup of the hall with the Executive.
- Arrange a team for setup of refreshment area on (or before) day of concert.

*Hot Beverages:* A designated person will:

- Arrange for the correct amount of:
  - hot beverages for each concert;
  - sugar, milk/creamers;
  - cups;
  - stir sticks;
  - garbage and/or recycling containers.
- Ensure timely serving, which may entail pick up and return of prepared beverages.
- Provide receipts to the Treasurer for reimbursement.

*Cold Beverages:* A designated person will:

- Arrange for the correct amount of:
  - cold beverages for each concert;
  - cups;
  - garbage and/or recycling containers.
- Ensure timely serving, which may entail pick up and return of prepared beverages.
- Provide receipts to the Treasurer of reimbursement.

### **Concert Day**

A designated person or team will:

- Set up dessert and beverage coffee/water tables in pre-determined areas. The set up crew will provide the tables.
- Decorate these tables if you'd like: be creative!
- Arrange desserts, beverages, cups, sugar, milk, stir sticks, garbage, and recycling stations.
- **Label goodies containing nuts and keep them together.**
- Keep these tables clean and stocked as much as possible during intermission or after concert.
- Clean off the tables between and after the concerts and remove all garbage and recycling. The set up crew will return the tables to the storage area.