



Church of the Holy Cross



Memorial Coffee Hour Information Sheet

If you are hosting coffee hour in memory of a loved one, Philoptochos can help.
Please note that any donation you may wish to give to Philoptochos is much appreciated!

You and your family may serve paximadia and Metaxa just outside the Oaks.

Philoptochos will:	You are more than welcome to:
<ul style="list-style-type: none"> ○ Set up a table for paximadia & Metaxa. ○ Provide plastic cups to serve the Metaxa. 	<ul style="list-style-type: none"> ○ Provide the paximadia & Metaxa. ○ Greet and serve parishioners.

We typically provide food and coffee in the Oaks every Sunday after church.

Philoptochos will:	You are more than welcome to:
<ul style="list-style-type: none"> ○ Provide, prepare and set up platter(s) of sweets (such as donuts, muffins, or cookies) and a platter of fruit in the Oaks. ○ Make, fill and set out carafes of coffee along with stirrers, sugar, creamer, and cups for a “self service” coffee bar. ○ Provide and set up paper plates, forks, and napkins. ○ Provide water and cups for self service as well. 	<p>Provide additional food to serve during coffee hour if desired. Please keep additional foods simple, preferably finger foods.</p> <p>Sandwich Monkey is a popular choice for platters. You can find their menu here: https://thesandwichmonkey.com/menu</p> <p>You can reach our contact Angela at: catering@thesandwichmonkey.com</p> <p>If you decide to order sandwiches or provide other food, please:</p> <ul style="list-style-type: none"> ○ Have it delivered to the church kitchen by 11 am, and ○ Email us a few days before (see below) so we can plan accordingly.

If you plan to stay with your guests for an extended period of time after coffee hour, we appreciate your help in cleaning up afterwards.

Philoptochos will:	Would you please:
<ul style="list-style-type: none"> ○ Rinse and return coffee carafes to the kitchen before leaving. 	<ul style="list-style-type: none"> ○ Take leftover food home with you. ○ If reasonable, you can consolidate/wrap some leftovers by putting them in the smaller kitchen refrigerator located on the wall with the coffee maker or on the main counter if no refrigeration is required. ○ Place any platters or dishes for washing in the sink furthest to the right in the kitchen. ○ Wipe down the tablecloths.

**** BEFORE YOUR COFFEE HOUR ****

PLEASE REMEMBER TO email Philoptochos Coffee Hour coordinator Laila Louridas at LLouridas@gmail.com a week prior to your event in order to confirm your date and get connected with a Philoptochos member who will be your co-host for coffee hour set up.