

THANK YOU AND GOD BLESS YOU FOR YOUR TIME!

- 1) **Fill electric coffee pot with water:**
Afternoon—48 cups (yields 3 gallons)
Evening shift—72 cups (yields 4-1/2 gallons)
- 2) **Plug in pot to heat water. When red light comes on water is hot (about 40-45 min). If you come on a weekday, you can call the church and ask for coffee pots to be filled and plugged in by staff.**
- 3) **As you wait for the hot water, please check to be sure there are labels on the foam cups. If not, please place labels on cups.**
- 4) **In 5-gallon thermos, mix the following:**
Afternoon shift—2 pkgs. of instant cocoa mix to 3 gals water
Evening shift—3 pkgs. of instant cocoa mix to 4-1/2 gal water
Hot chocolate should be in the upper cabinet top shelf by the light switch, in parlor kitchenette.
- 4) **As you mix, stir frequently to keep cocoa from collecting in the bottom. Long handle spoon should be in the utensil drawer.**
- 5) **Place thermos on cart. Cart should have the following:**
Thermos
Posters attached
Foam cups with stickers attached (100-150)
Garbage bag attached to side and carry over a small garbage can separately. Place on grass, parallel to the Santa House door.
- 6) **Handicap door/ramp across from the parlor kitchenette is the easiest to use. Make sure it is locked when all done.**
- 7) **Station yourself at the street sidewalk as it turns to go to the Santa House, opposite the Visitor Information sign. Please remember, no donations or solicitation!!**
- 8) **Stay as long as you are able or until the cocoa runs out. If you want to stay longer, fill up the coffee pot before you leave with the 1st batch so it will be ready for another batch when you come back for 2nd.**
- 9) **Please clean out the thermos, wipe the cart clean, turn out the lights and lock up when you're done. Don't forget to bring back the garbage can.**

Thank you and have fun!