

**SNS Sponsor Group Guide**  
**For Meals @ Park Ridge Presbyterian Church**  
**1300 W. Crescent Ave. Park Ridge IL**

**Thank You!**

Sunday Night Suppers wouldn't be possible without your generous gift of your time and resources. Our guests leave satisfied every week knowing that they have been cared for by loving people like you!

**Volunteer Requirements:**

Volunteers must be at least 13 years old to serve at Sunday Night Suppers without a parent/guardian. Volunteers 10-13 years old must be accompanied by a parent/guardian.

**SNS Schedule:**

**4:30pm** – Sponsor Group Volunteers arrive at PRPC

**5:30pm** – Lounge Doors open to Guests

**5:45pm** – Dining Room Doors open to Guests

**6:00pm** – Dinner Service Begins

**7:00pm** – Guests leave. Final clean up begins.

**Reminders:**

- All volunteers help with clean up.
- All volunteers should eat before they come. All food served is for our guests.
- Volunteers will wear gloves when they are touching food or food serving utensils
- Volunteers will treat all our guests with love and respect
- Please don't give anything to our guests other than the meal you prepared.
- Members of the SNS Host Team will be in every area to answer your questions and guide you throughout the night

**Before you arrive:**

- Get 4 gallons of 2% Milk
- Get 4 gallons of apple
- Confirm meal to feed 80 people. Food must arrive hot and ready to serve.
- Recruit volunteers to help serve and prepare dinner (12-15 people)

**When you arrive:**

- Park in the parking lot at Delphia & Crescent Ave
- Come through the lounge doors on Delphia
- Sign in with our greeters and get a name tag
- Bring food through the lounge into the kitchen

- **Volunteer Jobs**

*Group Lead: (1 person)*

- Assign volunteer roles to your group
- Oversee volunteers throughout the night

*Dining Room Team: (Approximately 8 people)*

*Set Up:*

- Prepare tableware packets
- Set the tables with tablecloths, decorations, utensils, and containers with salt, pepper, sugar, sugar substitutes and creamers

*During Dinner:*

- Serve food onto guests' plate from service line
- Serve drinks and desserts from beverage carts
- Assist guests who need help carrying food to their table

*Kitchen Team: (Approximately 4 people)*

*Set Up:*

- Prepare all food for the meal by 6pm
- Plate dessert
- Prepare beverage carts for dining room team

*During Dinner:*

- Replenish food in the serving line
- Begin cleaning up kitchen (wash everything you use, sweep floors, wipe counters, take out trash)

**Before you leave:**

- Make sure all food is packaged up for guests or taken with you. Leftovers should not be left at PRPC.
- Tablecloths should be shaken off and put in the laundry bags
- Make sure kitchen is cleaned and trash is taken out
- Make sure dining room is cleaned and trash is taken out

Updated 06.17.19