

Instructions for catering volunteers for CIRMMT workshops

- The trolley will be ready in the CIRMMT kitchen with the following items:
 - the coffee and hot water percolators
 - coffee ground and tea bags
 - stir sticks
 - sugar
 - mugs
 - glasses
 - water filter
 - napkins/paper towel
 - trays/baskets
 - dishwasher soap
 - notice of photography sign
- Set the trolley up in the hall next to the entry of A832 (or wherever you're meeting) to be able to plug in the percolators. DO NOT plug in both percolators in the same outlet.
- If the event is in A832, set up one or two tables in the hall opposite the coffee trolley, for the cold drinks, snacks, and any other food you might be having.

HOT DRINKS

CIRMMT has one percolator for coffee and one for hot water. They each hold up to about 42 cups.

Coffee

START MAKING COFFEE 45 MINUTES BEFORE your coffee and lunch breaks, because it takes about that long to brew a full percolator.

- Open the top of the percolator and remove the coffee basket.
- Make sure that it is clean. If not, wash the percolator and basket WITHOUT soap.
- Fill the percolator with water to the # of cups you want (max. is 45)
- Insert the coffee basket (there's a pole that fits into a hole at the bottom of the percolator)
- For half a percolator, fill coffee to the first indentation on the basket. For a full percolator, fill coffee to the second indentation on the basket.
- Close the lid.
- Plug it in DIRECTLY to the wall (not through an extension as we are not sure if is safe!). Wait until you hear some noise. Please do not plug in the percolator in the CIRMMT kitchen. If you don't hear anything, something's either not plugged in properly or you should try a different plug. When it's done, it will stop making noise and the little red light will come on.
- To keep the coffee hot indefinitely, leave it plugged in.

Hot water

- Either:
 - Fill the hot water percolator with water up to the maximum number of cups.
 - Insert the coffee basket with pole as above (without coffee!).
 - Close the lid and plug it in (this percolator can be plugged in directly to the wall or through an extension if necessary).
- Or:
 - Borrow a kettle from CIRMMT or the Faculty kitchen and boil the water around 10 minutes before breaks. The kettle will turn off automatically.
 - You can either simply leave the hot water in the kettle with tea bags nearby, or use CIRMMT's teapot.

COLD DRINKS

- The appropriate RA (leaders or student representatives) for the workshop should purchase milk, cream, and any other required drinks from a local supermarket. Receipts, if it's been agreed, should be brought to the

Office Administrator for reimbursement, along with your McGill ID number. If you're not from McGill, ensure to leave your full mailing address with any receipts.

- You can put milk, cream and any other drinks that require chilling either in the CIRMMT fridge or in the fridge of the 8th floor kitchen (A831 - key available on request).
- Any drinks that do not require chilling can also be left at CIRMMT ahead of time if you wish.
- We will also leave you small glasses for the cold drinks (people should hold on to these for the day and reuse them – it might be useful to put out a sign about this, or get one from CIRMMT).

BREAKS

- You are welcome to purchase cookies, fruit and snacks for your workshop breaks from a local supermarket. Please ensure this has been agreed with the RA co-leaders first.
- Bring all receipts for this to the Office Administrator for reimbursement, along with your McGill ID number. If you're not from McGill, ensure to leave your full mailing address with any receipts.

LUNCH THAT REQUIRES CATERING

We advise that you communicate with CIRMMT's Events Coordinator to help arrange catering.

- You must arrange with the caterer when to deliver the food for your event, and exactly where.
- CIRMMT can provide plates and cutlery if it helps reduce the cost of catering, but you will be responsible for cleaning them after your event and returning them to CIRMMT.

AFTER COFFEE BREAKS AND LUNCH, OR AT THE END OF THE WORKSHOP

- Please ensure that all supplies borrowed from CIRMMT are cleaned and returned to CIRMMT.
- Plates, cups, glasses etc. should be put into the Faculty kitchen (A831) dishwasher and then run. For dishwasher detergent ask at CIRMMT. **DO NOT** dispose the coffee ground in the kitchen sink.
- Unused drinks and food can be donated to CIRMMT for general consumption, or taken home.
- Please ensure that the room you have used is returned to its original configuration (A832 has a specific set up, see below).

FACULTY KITCHEN KEY

We have a Faculty kitchen key available. Please ask at CIRMMT. ***It is important that you return it promptly after your event.***

ELIZABETH WIRTH BUILDING INFORMATION

Regular building hours, where the building is open to the public, are:


- Monday-Friday: 07:30-22:30;
- Saturday: 08:30-18:00 via Strathcona Music Building, but may vary;
- Sunday: 12:00-22:30, but may vary.

Students of CIRMMT can access this building with their student card from 07:00-22:30, seven days a week.

Outside of the regular building hours the elevators are locked and require a card to access the levels.

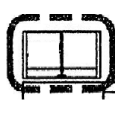
A832 TABLE SET UP

See next page.


 Black chairs

 Red chairs

 Keyboard

 Sound system control

 Electric wall

 Whiteboard and Projection screen

