

## **Funeral Serving Procedures**

*As of March 15, 2006*

Check with family to find out what they would like and approximately how many to plan for. We are to furnish cakes, coffee, punch and napkins if the family wants it provided. The family is to provide whatever else they wish to have served.

### **SETUP:**

- Arrange tables for the number of settings needed. Use the lace tablecloths. (Seating for 120 would require 9 oval and 6 oblong tables).
- One long table for serving. There are two matching long tablecloths for serving table.
- One small table for beverages set with trays and clear plastic glasses.
- One long table for picture display (if requested)
- Set tables with cream and sugar containers, salt and pepper shakers, spoons in glasses in center.
- At each place put knife, fork and cup. Use paper coaster under each cup. (Check for matching cups at each table.)
- Put napkin in center of each place setting (where plate would go)
- Arrange flowers in vases and put one in center of each table.
- Set out number of plates needed and put on small table near serving table.
- Set coffee servers on cart and fill with hot water.
- Set out clear matching water pitchers. Fill some and cool ahead of time.
- Set out serving dishes and utensils.
- Cut the cakes and arrange a variety on serving trays.
- Make lemonade or punch as required.
- Receive food from caterer or family and place in refrigerator if needed.

### **SERVING:**

- Arrange food on serving table.
- Put coffee server on each table before guests arrive.
- Keep coffee pots filled
- Assign a person to a table.
- The person making coffee will refill pots for servers.
- Keep plates and food replenished on serving table.

**CLEAN UP:**

- Consult with family regarding left over food and flowers.
- Clear tables - replace cream & sugar, salt & pepper containers.
- Wash and replace all dishes, serving trays & etc.
- Check table cloths - place those that need washing in a pile and replace clean ones in CORRECT container.
- Wipe tables
- Wipe kitchen counters
- Take dirty linens home to be washed. (tablecloths and towels)
- Instructions for laundering the tablecloths are in the storage closet where the tablecloths are stored. It is very important to not over-dry the tablecloths.