

KAIROS Monthly Reunion Checklist

Please make sure you take the following items (as a minimum)

In the Storage Room:

_____ **Coffee Urns (2)**

_____ **Coffee Pots (6)**

_____ **Coffee Makers (2)**

_____ **Coffee (1 - 3lb container, enough for 300 cups)**

_____ **Cups (for juice and coffee)**

_____ **Plates**

_____ **Napkins**

_____ **Spoons**

_____ **Coffee Stirrers**

_____ **Cream**

_____ **Sugar**

_____ **Plastic Gloves**

_____ **Large Trash Bags**

NOT in the Storage Room (buy just prior to Reunion):

_____ **Juice (6 gallons)**

_____ **Food**

_____ **Food Condiments (as required...may include mustard, jelly, hot sauce, depending on food provided)**

Make sure you have enough food and supplies for 120-150 people.