

# ARD Coffee Social manual for Dummies!

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**Every Friday at 10 am in A&E Court yard**

Updated: May 18, 2011

## *Preparation*

### Wednesday

- Naomi sends out to remind the group leader about upcoming Coffee social.

### Thursday

- Person (group) who is in charge sends a reminder email to ARD-ALL@slac.stanford.edu
- Person (group) who is in charge shops for food (budget up to \$25). Please get less stuff, if there are big conferences/workshops and when many people are travelling. When Naomi asks to buy coffee and half and half, you will get reimbursed the cost separately.

### Friday

- Start to make the coffee (it takes approx. 45 min.) and hot water at 9 am  
There is easy access to water and a big sink in the janitor's closet, which is just around the corner from FAC group. To avoid carrying heavy pots of hot liquid around, I'd suggest to setup the pots outside first before start heating up the water. Please use the two separate outlets to avoid the tripping.
- Bring the coffee pot and the cart located in the cubicle (B041/144G) across from Nan's office
- Check if you have all of these:  
coffee cups, tea bags, stirrers, sugar, plates/forks (recommend to get food which do not require them), paper napkins, extension cord, coffee and half & half (small fridge in front of Vinod's office).
- Arrange the food table in the court yard (away from coffee). We usually use the cart and one white patio table.
- Suggesting coffee ratio: 20 oz = 60 cups (half of big Folgers coffee tin is too strong)
- If it is not raining, please have a get together near break room (away from FAC group)
- Grab a trash can from hall way near coffee pot
- Locate the donation tin by the food table
- Naomi is happy to assist to setup, "if necessary"

## *Cleaning up*

- Use the big sink in the janitor's closet to clean up the coffee pot; dump coffee ground in the trash can first, and not into the sink please. Everything else is pretty straight forward.
- Please bring the donation tin and receipt to Naomi for reimbursement (up to \$25).

## *Tentative schedule*

Adolphsen-2 (3/4)  
Colby-4 (3/11)  
Cai-4 (3/18)  
Frisch (3/25)  
Division Heads (4/1)  
Colby-1 (4/8)  
Cai-1 (4/15)  
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Adolphsen-1 (4/22)  
Colby-2 (4/29)  
Cai-2 (5/6)  
Hast (5/13)  
Colby-3 (5/20)  
Cai-3 (5/27)  
Adolphsen-2 (6/3)  
Colby-4 (6/10)  
Cai-4 (6/17)  
Frisch (6/24)  
Division Heads (7/1)  
Colby-1 (7/8)  
Cai-1 (7/15)

If nobody in your group can do it, please find an alternate group by yourself and let Naomi know about it.