

KITCHEN TEAM DECORATIONS

Between Great Banquet and Awakening weekends, there have been over 1,300 meals served and decorations created. The Upper Room stores many fun ideas and reusable items. Use this sheet to help your team create lasting meal memories for your guests.

UPPER ROOM

- There are two sides to the Upper Room. The **right** side (looking up from the top of the stairs) is mostly dedicated to the Agape Team. The Kitchen Team has the first row of shelving on the right dedicated for their cooking supplies and Candlelight Decorations.
- The **left** side is Decorations. This side has specific boxes labeled for holidays and fun themes. It also has a whole rack of costumes/hats and skit materials (great stuff for the poster parties).
- Everything in the Upper Room is labeled so it should be easy to locate and return items to where they belong. There may be a few items not labeled. Talk to Kara Crabb if you need something specific.
- The **Kitchen Idea Book (turquoise)** has a shelving index to further assist you in finding items you may want to use. In addition, an inventory count of the items is there as well.
- The **Agape Book (bright green)** has an additional shelving index if you need items that are not Kitchen-related (such as lighters, pens, tissues etc.).
- Each team has a **storage drawer** located on the north wall. Feel free to store any items you have collected for your weekend.

PREPARATION

- Look through the Kitchen Idea Book which is located on the first top shelf (A-1) on the right side of the Agape Room to see if your team would like to reuse a past idea.
- Choose themes for each of your meals. Start off simple and build up to the main event “Candlelight Dinner” (Saturday night). Plan decorations around the meals. Examples are: if you're serving lasagna, you could do an Italy theme; BBQ maybe a cowboy or barnyard theme. Saturday (salad) lunch is generally a Decolores theme with lots of roosters, etc.
- Once you have your ideas, look through all the decorations to see what you can use. Do not move them until all the weekends taking place before yours are completed.
- Check the **tablecloths** to see which ones you want to use. There are plastic rolls located in a bin at the top of the stairs that you may use. Just make sure you check inventory close to your weekend in case another team used it up. You may remove the disposable ones and place them in your designated storage drawer. Plastic tablecloths can / should be disposed of after use.
- Have Fun! Mealtimes are when the guests can relax and let loose a little. The more fun you make it, the better the experience for everyone.
- Be creative! Just because certain items were used one way doesn't mean you can't change it up. We have many terracotta pots, mason jars, vases, etc. that you can put whatever you want in.

SPENDING

- Please purchase only disposable decorations - tablecloths, napkins, fresh flowers, candles, etc.
- The Upper Room has no more storage. PLEASE use what is already available first. It is nice to think you are donating a new thing, but it only makes it difficult on the Upper Room Liaisons to try to fit in new and extra boxes of stuff.

SET UP

- Box up your decorations for each day and take them down to the other side of the gym behind the accordion partition. Stage them there for each day so you don't have to be running up and down the stairs for each meal.
- Double-check your counts on tablecloths just in case you're short.
- **Awakening Teams** - don't forget costumes for your servers (hats, ponchos, etc.)

CLEAN UP

- After each meal, please pack up the decorations and return them to the Upper Room. **Please make sure they are placed back in the same spot you took them from.**
- Wash anything that may have gotten food on it. There are laundry machines if you need to wash towels, aprons, and tablecloths. If you take items home to wash, please return them asap.
- If something got ripped or broken during use, please throw it away. Please make a note of it and let the Liaison know.
- The next team will greatly appreciate a clean and well-organized Upper Room.
- Thank you for being the hands and feet of Christ!

QUESTIONS

Any questions about decorations or how to locate anything in the Upper Room, please contact:

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