Helpers Roster

**Please sign up if you can help**

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| **Event & Date** |  | | | |
| **General Duties**   * Provide a friendly welcome to participants and spectators and help ensure their comfort and enjoyment of the day * Ensure lunches and refreshments are paid for * Keep washing up under control – a tour of the lawns every so often helps * Ensure drinks are available – chilled water on hot days * Tidy up as you go | | | | | |
| **Charges**   * Teas, coffees, biscuits, cake, cans, choc ices: £3.00 per day * Lunches £10 – must have been ordered in advance – a list will be provided * Single drinks / cakes / biscuits may be bought and the list price charged * If anyone appears to be taking excessive advantage of the inclusive refreshments charge, inform the Catering coordinator or Tournament Manager | | | | | |
| **Time** | | **Tasks** | | **Helpers** | |
| 8.30 – 10.00 | | * Meet and greet and general duties * Complete Participant Checklist * Collect monies for Treasurer | |  | |
| 10.00 – 12.00 | | * General duties | |  | |
| 12.00 – 1.30 | | * Lunch team | |  | |
| * Pudding team | |  | |
| * Teas and coffees | |  | |
| * Washing up | |  | |
| 1.30 – 3.30 | | * General duties | |  | |
| 3.30 – 5.30 | | * Serve tea and cakes * General duties | |  | |
| **Lunch makers**  Please liaise with each other to avoid duplications / clashes, etc. | | | | | |
| **Name** | | | **Dish** | | |
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| **Cake Makers**  Please bring on the day or let the Catering Coordinator know if you deliver these to the club beforehand and clearly label them. | | | | | |
| **Name** | | | **Type of cake** | | |
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