

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
HOSPITALITY COMMITTEE
CHAPTER 4, APPENDIX (E)**

I Hospitality Committee:

- A. As soon as the hospitality committee chair has been appointed, a letter should be sent to the President of each chapter in the convention host district asking for donations of cookies, nut bread, etc., to be brought to the convention. This letter should also state that donations (cookies, breads, etc.) should be provided on disposable plates, boxes, plastic containers, etc. - NOT in containers that must be returned. *(See Sample Wording for Letter to Chapters for Donations and Volunteers, Chapter 4 Sample 1)*
- B. Approximately one month prior to the convention, send a letter to the general manager of each supermarket in your area asking for a donation of food items to be used at the convention. A gift certificate from the supermarket is the most convenient means for shopping in each store. Call each store to obtain the name of the manager, as each letter must be addressed to the manager personally. Most large stores have a budget to accommodate recognized organizations in this manner. *(See Sample Wording for Letter to Grocery Stores for Donations, Chapter 4 Sample 2).*
- C. Make up a schedule of days and hours when the hospitality room will be open. Obtain the names of members in the district who have volunteered to help at the convention, and get in touch by phone with enough members to fill all hours for the hospitality room operation. Use 3" X 5" index cards - one for each hospitality room volunteer - to note the date of initial phone call and any subsequent phone calls and what each one is willing to do with regard to helping in the hospitality room
- D. Send a reminder letter to each hospitality room volunteer - to be received ten days prior to the convention - enclosing a schedule with their individual hours highlighted with yellow marker
- E. Ask the Facilities Coordinator to arrange for a full-size (18 cubic foot) refrigerator (if an adequate size refrigerator is not available in the room to be used) to be delivered to the convention site one day prior to the convention to store cold drinks, nut bread, etc. Most urban areas have a place which rents household goods - furniture and appliances - and they will deliver and pick up a refrigerator

- II HOTEL ROOM:** As soon as it has been determined where the hospitality room will be located within the hotel, the Hospitality Committee Chair should reserve

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
HOSPITALITY COMMITTEE
CHAPTER 4, APPENDIX (E)**

the room next door, or one close, for yourself. Give your credit card number and get a reservation number. In addition to sleeping, this room will be needed to store plates, cups, food and other bulky items

- III EQUIPMENT:** Will need (3) 50 cup coffee pots (for decaf and regular coffee, and hot water for tea). 8 ounce Styrofoam cups for coffee and juice - one carton of 1,000 ought to be enough. 12 ounce Styrofoam cups for iced tea, fruit punch and water. Styrofoam is generally less expensive than paper. Find a wholesale place that sells to restaurants and institutions for best prices. Some wholesale places will allow the return of unopened packages of cups, etc. for a cash refund. The best size plates are 7 inch, about 1,000 plates should be enough. You will also need lots of napkins, probably about 1,500
- IV SUPPLIES:** Purchase from restaurant supply wholesale, one carton each (approximately 1,000 to a carton) individual packets of sugar, Sweet & Low, Equal Sweetener and Coffee Mate Creamer. Lipton unsweetened instant ice tea mix is good to have. One box of Lipton tea bags (100) and individual packets of hot chocolate mix are also good - not many want hot tea, but the hot chocolate was popular
- V DONATION JARS:** Have several clear glass/plastic donation jars in obvious places.
- VI JUICE PREPARATION:**
- A. Bring about 8 one-gallon (empty) plastic water jugs to mix orange juice and to store tomato juice.
 - B. Buy the 16 ounce size of frozen orange juice, as two of these 16 ounce frozen concentrate, mixed with water, is the right amount for one gallon of orange juice.
 - C. Store frozen concentrate in the refrigerator, (not the freezer) as it is easier to prepare when not frozen.
 - D. Plan to use about two gallons of orange juice and about ½ gallon of tomato juice each morning
- VII WORK AREA:**
- A. If your hospitality room is a regular hotel room, you will need the bathroom/dressing area for your behind-the-scenes food and coffee preparation, cookie tray arranging and nut bread cutting, etc
 - B. Many hotel bathrooms have a long counter which would be ideal for a work space.
 - C. If your room has little or no counter space, bring a pull-out bread board from home to lie across the sink, which will provide more work space.
 - D. Use the bathtub to do your dishes.

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
HOSPITALITY COMMITTEE
CHAPTER 4, APPENDIX (E)**

VIII SALE OF SURPLUS COOKIES:

- A. Use zip lock (1 gallon size) clear plastic food storage bags to package left-over cookies/nut breads for sale. Fill half full with cookies - (don't mix crispy cookies with the moist kind).
- B. At the lunchtime recess on the last day of convention, ask that an announcement be made that cookies/nut breads will be for sale at (a location to be determined by the Hospitality Chair) for \$(amount to be determined by the Hospitality Chair).
- C. Generally \$1 or \$2 per bag would be the normal amount charged. If desired, left-over packages of tea, sugar, creamer, sweetener, hot chocolate, etc. may also be sold.

XIV DECORATIONS:

- A. Go to your local party supply store for decorations in red, white and blue. They all sell rolls of plastic table cover - 36" wide - which can be cut to any length. Try to find a roll of red, white & blue. You may also be able to find some fancy napkins to match, which would be nice, but watch your budget.
- B. Use a bath towel - folded lengthwise - to put on floor at edge of table where coffee maker faucet extends to absorb any drops of coffee and keep stains off carpet, or keep the floor from being slippery
- C. It is important that each person who comes in the door be greeted with a smile and a warm greeting. A few people are a little hesitant to walk into a room full of strangers.

XV OTHER THINGS: "Little things mean a lot" ...

- A. One indispensable item is a wedge-type rubber door stop for door. into hospitality room. Hotel room doors are designed not to remain open and there is no other means of holding them open except for a door stop.
- B. Tall (13 gallon) kitchen trash can liners and large (30 gallon) garbage bags are necessary. The hotel may supply a few, but not enough.
- C. Bring a grocery bag full of folded newspapers, mainly to help absorb wet coffee grounds, also useful to wrap glass bowls to return home.
- D. A dishpan, dish washing liquid and several sponges to wash coffee pots between sessions, wipe tables, etc.
- E. Have at least two funnels, one for liquids and one for dry ingredients.
- F. Bring several rolls of paper towels - old bath towels to dry coffee makers, plastic wrap to cover cookie trays, pot holders to handle hot coffee makers.
- G. Plastic yogurt cups make good 8-ounce measuring cups for coffee.

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
HOSPITALITY COMMITTEE
CHAPTER 4, APPENDIX (E)**

**GL 16 (H) CH 4 (Sample 1)
SAMPLE WORDING FOR LETTER TO CHAPTERS
FOR DONATIONS AND VOLUNTEERS**

I have been asked to chair the committee to oversee the Hospitality Room at our CSFC convention in [month], and I am asking each of the [number] of chapters in District {number} to donate cookies, brownies, fruit bars, small muffins or loaves of banana bread, nut bread, zucchini bread or anything suitable to serve with coffee, tea or juice.

Our chapter membership varies widely from [number] in the smallest chapter to [number] in the largest chapter. Based on quantities used at last year's convention, I am asking that each chapter donate one dozen cookies or equivalent quantity in other pastries for each 15 members in your chapter. Please pass this information along to your members, and I will appreciate your letting me know the names and phone number of those members willing to donate.

The Hospitality Room will be open in the early mornings and late afternoons - before and after the daily convention sessions - where we may congregate for refreshments and get acquainted with other NARFE members from throughout the state. We will also need NARFE members from District [number] to serve as hosts in the Hospitality Room to greet visitors and make them feel welcome. I will appreciate having the names and phone numbers of any of your members willing to serve in this capacity. A successful convention depends on all of us!

If you have any questions, please call me at [number] or write to [address]

Sincerely,

Chair, Hospitality Committee

Copy to:
CSFC President

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
HOSPITALITY COMMITTEE
CHAPTER 4, APPENDIX (E)**

**GL 16 (H) CH 4 (Sample 2)
SAMPLE WORDING FOR LETTER TO GROCERY STORES FOR DONATION**

The California State Federation of Chapters of the National Active and Retired Federal Employees Association will hold a state-wide convention [dates] at the [location]. I have been asked to oversee the Hospitality Room where members will congregate for coffee, cold drinks and snacks.

At the present time I am purchasing supplies, and it will be greatly appreciated if [Grocery Store] can donate a gift certificate to help defray the cost of food items we will use. I am enclosing a self-addressed, stamped envelop and wish to thank you in advance for helping our organization in this way.

If you have any questions, please call me at the phone number listed on my enclosed card.

Sincerely,

Chair, Hospitality Committee

Copy to:
CSFC President