

## Supply Guidelines for Event Leaders

The new storage area at the Range is well stocked with these paper goods:

- Dinner Plates
- Salad Plates
- Spoons
- Soup Spoons
- Forks
- Knives
- Paper napkins
- Coffee cups
- Wine cups
- Beer cups
- Paper towels
- Toilet paper

Also available are:

- Many serving utensils
- Assorted kitchen tools
- Knives
- Cutting Boards
- Serving Bowls
- Assorted serving pieces
- Cloth dish towels
- Plastic table cloths
- Aprons

AND

- 2 large chafing pans
- 2 triple crockpot units
- 2 coffee makers
- 2 coffee carafes

Take what you need for your event.

Then:

1. Return unused paper goods (if a quantity)
2. Restock bins on upper shelves from the supplies on the lower shelves.
3. Clean and return other items you used.

If you notice that we are getting low on any paper goods, please let the CVOA Secretary know, or replenish the supply and submit the receipt to the treasurer for reimbursement.

12/18/15 by Cindy Foster