**HOW TO CLEAR AND SET TABLE:**

1. **Put centerpiece, tip jar, parmesan cheese and mustache can on a chair to clear table.**
2. **Give water pitcher to water coordinator to refill.**
3. **Empty and stack used cups at waste station.**
4. **Collect all napkins, utensils, food boats and placemats and put in compost bin at waste station.**
5. **If tablecloth is dirty, throw in trash at waste station.**
6. **Gather supplies from seating changeover coordinator.**
7. **There are two sets of supplies in each bag (for 6:30 and 7:30 seating): tablecloth, cups, placemats, bag of wrapped utensils for 8 people.**
8. **Set the table with the new supplies (if tablecloth is clean, no need to replace, ask coordinator if unsure).**
9. **Place refilled water pitcher back on table.**

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