**Endcliffe Orchestra tea and coffee sign-up sheet**

**(any questions see Anne Leroux in the violas)**

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| Date | Helpers |
| 8th September | **Violas -** |
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| 15th September | **1st Violins -** |
| 22nd September | Sectionals – organise own refreshments |
| 29th September | **2nd Violins -** |
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| 6th October | **Cellos and Basses-** |
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| 13th October | **Flutes and Clarinets** |
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| 20th October | **Trumpets and trombones** - |
| Half term break |
| 3rd November | **Violas-** |
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| 10th November | **1st Violins -** |
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| 17th November | **2nd Violins -** |
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| 24th November | **Oboes and Bassoons** |
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| 1st December | **Percussion and Horns** |
| 8th December - Sectionals | Organise own refreshments |
| 15th December | **No Break – 8.45pm pub social** |
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**Here’s what to do:**

1. Check the box the week before your date to see if there is enough coffee, tea bags and sugar.
2. On the night bring milk, biscuits and any other supplies needed ( use money in the pot to reimburse expenses)
3. Put the boiler on approximately 10 minutes before the break, or before rehearsal starts.
4. 5 minutes before the break starts, leave the rehearsal to make a pot of tea and coffee. Put out the donations pot (this should be in the tea and coffee box). Also, set out the biscuits on plates and place them, with the milk and sugar, on a table in the room to the left of the kitchen (as you stand facing the hatch).
5. Encourage people to drink up and clear up 5 minutes before the end of break.

Remember to turn the boiler off.