

## Newburyport Choral Society Reception Monitor Duties

Thank you so much for contributing to the comfort of the chorus and our guests!

1. Arrive at the Reception Hall no later than  $\frac{1}{2}$  **hour** before the concert and meet with the Reception Manager.
2. Stay in the Reception Hall during the concert to ensure that belongings left in the hall by chorus members are not stolen or tampered with.
3. During the first half of the concert, prepare one bowl of punch for the chorus at the table just to the left of the entrance:
  - a. 1 ice ring
  - b. 1 gallon of juice
  - c. 1 bottle of soda
4. Fill 20 or 30 ( $\frac{1}{2}$  full) paper cups for the chorus to grab as they come back from the first-half of the concert. By the time those are empty, someone will start filling others; however, if you're willing to continue serving, it would be lovely.
5. After the chorus leaves to begin the second half of the concert:
  - a. Prepare four bowls of punch (1 ice ring; 1 gallon of juice; 1 bottle of soda) at the stations already set up.
  - b. Fill ( $\frac{1}{2}$  full) 20 or so plastic cups at each punch station.
  - c. Light the electric candles and tealights.

When the chorus returns, after the concert, you are free to leave. Again, thank you!