

Catering Requirements for the course

Guidlines – other arrangements may be made in discussion with Caleb and may vary depending on the length of the course.

Thank you for offering to help out with the catering for the upcoming course. We really appreciate your help.

During the course there will be breaks. This will give the participants some time to stretch and refresh themselves. During this time we also want to provide them with some sustenance and that is where we need your expertise.

Areas under your responsibility are:

- 1) Organise food & drinks at various times over the weekend. You will also need to organise cups, plates & cutlery that may be needed and
- 2) To clean up the after the refreshment.

You have a budget amount of \$8.00 per person. Please keep all receipts to enable reimbursement of costs. If you have all your receipts then Caleb Ministries will be able to reimburse you with a cheque on the weekend. If you are unable to pay for the goods and then get reimbursed, please talk to Caleb Ministries and we will organise an advance.

We are not looking for gourmet meals, just something simple, but nice. Within the constraints of the budget and time allocations you are free to organise whatever you wish but we have included some ideas / suggestions to get you started.

Refreshment needs	Anticipated time (for more precise timing, check with lead trainer)	Suggestions
Saturday morning tea	15 minute break. Precise time will be notified later	Hot & cold drinks, with biscuits, cake or slice to eat, perhaps some dip
Saturday lunch	1 hour break. Precise time will be notified later.	Soup & roll <i>or</i> fill your own rolls
Saturday afternoon tea	15 minute break. Precise time will be notified later	Hot & cold drinks, with biscuits, cake or slice to eat

Catering Requirements for the course

Guidlines – other arrangements may be made in discussion with Caleb and may vary depending on the length of the course

Thank you for offering to help out with the catering for the upcoming course. We really appreciate your help.

During the course there will be breaks. This will give the participants some time to stretch and refresh themselves. During this time we also want to provide them with some sustenance and that is where we need your expertise.

Areas under your responsibility are:

- 3) Organise food & drinks at various times over the weekend. You will also need to organise cups, plates & cutlery that may be needed and
- 4) To clean up the after the refreshment.

You have a budget amount of \$8.00 per person. Please keep all receipts to enable reimbursement of costs. If you have all your receipts then Caleb Ministries will be able to reimburse you with a cheque on the weekend. If you are unable to pay for the goods and then get reimbursed, please talk to Caleb Ministries and we will organise an advance.

We are not looking for gourmet meals, just something simple, but nice. Within the constraints of the budget and time allocations you are free to organise whatever you wish but we have included some ideas / suggestions to get you started.

Refreshment needs	Anticipated time (for more precise timing, check with lead trainer)	Suggestions
Saturday morning tea	15 minute break. Precise time will be notified later	Hot & cold drinks, with biscuits, cake or slice to eat, perhaps some dip
Saturday lunch	1 hour break. Precise time to be notified later	Soup & roll <i>or</i> fill your own rolls
Saturday afternoon tea	15 minute break. Precise time will be notified later	Hot & cold drinks, with biscuits, cake or slice to eat