

Saturday Trolley Rota - Autumn Term 2007

TIME	DATE	NAME	TEL. NO.
9.40am - 12.15	15th September	Charles Esdale	
9.40am - 12.15	22nd September	Belinda Robinson	
9.40am - 12.15	29th September	David Reeves	
9.40am - 12.15	6th October	Gill Wooland	
9.40am - 12.15	13th October	Manda Bell	
No rehearsals - Half Term			
9.40am - 12.15	27th October	Andrea Foster	
9.40am - 12.15	3rd November	Tina Jablonska	
9.40am - 12.15	10th November	Janice Grinyer	
9.40am - 12.15	17th November	Tracey Cooper	
9.40am - 12.15	24th November	Kate Hampshire	
9.40am - 12.15	1st December	Elaine Buchanan	

Many thanks for offering to help keep the refreshment trolley going. If you are unable to help on the date allocated to you, please contact someone else on the rota, and try to swap dates. If you cannot help at all on the trolley, please call me on 8542 1060 and I will endeavour to find a replacement.

Instructions for running trolley: Bring 3 pints of milk for Saturdays.

Get trolley from percussion cupboard and fill the urn, from tap in disabled WC using the plastic bottles on the trolley.

The urn has to be filled and switched on by **9.40am** as it takes about 20 mins to boil.

All the prices are on the list. Leave £5 in pot (**in small change!**) and leave on trolley as float.

If you can arrive earlier than 9.40am please start then as there are always people around who would like a cup of tea or coffee!.

Reimburse yourself for the milk. Record the final amount of takings on a slip of paper and put in one of the cash bags on the trolley and take to the office or post through the letter box (this is secure). Empty the urn, replace everything on the trolley, and if anything is running low, please leave a note or tell one of the FMYM committee members or phone me.

Thank you again for your help, and I hope you enjoy the music whilst you mind the trolley. If you do not wish to be included on the rota for the following term, please let me know as soon as possible.

Many thanks, Jadzia Bruton (8542 1060)