

Bereavement Reception Guidelines

Reception Coordinator contacts next reception group in rotation and provides details (number expected, time, etc.) The group leader will call her group to action and assist as needed for a successful reception. Each group will consist of 8 to 10 members including the leader in hopes that several people will be present for reception.

Set Up (2 people present)

tables: table cloths/ table toppers Usually 4 or 5 round, and 2 long tables

chairs: 6 at each table

flowers: group leader should contact the attending funeral home to have some flowers brought for the food tables, round foyer table (if available)

Jim Adcock, Dukes-Harley

Food/Servers (2 people present – food amounts determined by team leader;

bring personal serving trays as needed)

cookies – several varieties on trays

sandwiches – (choose 2) ham, pimento cheese, chicken salad;

combination white and grain bread

cut in ¼ size, 1 loaf bread will make 40-44 finger sandwiches

punch bowl has large tray which may be needed to serve sandwiches

pecans - check freezer or contact Freddy Felder

tea* – make from concentrate in pantry

Cokes* – call Curt Campbell or Dwight Frierson if more needed

coffee* - pot size variety

water – pitchers under kitchen sink

styrofoam 12 oz. cups from our kitchen

small plates* - 9" clear plastic

napkins*- white cocktail napkins

punch bowls– used for ice, large silver bowl in pantry or smaller crystal punch

bowl under microwave, accompanying large silver tray often used for sandwiches

*Drink choices are optional depending on season/time of reception

*paper products for bereavement receptions kept in top of wood cabinet in kitchen serving area

Clean up (2 people present)

remove all food from tables and package leftovers to give to family as desired or store in freezer (mark appropriately if put in freezer) any food that will not be kept should be taken to Samaritan House after reception

wash and properly store any dishes, trays, pitchers, etc used for the reception

replace table toppers to back closet

take tablecloths and dishrags for washing/ironing and return to closet in kitchen in timely manner

discuss with funeral home the details of removing flowers (family may take or funeral home may come pick up after reception)