

~A Guide to Hosting a Coffee Hour at WSU's Faculty Center~

AY 2019

Location: Parenzo 215

Hours: Coffee Hours are always held from 9:00-11:00 a.m.

The Faculty Center will provide*:

- Coffee (regular and decaf)
- Cups
- Plates/Bowls
- Eating Utensils
- Napkins
- Sugar

*ON THE GO: If you sign up for an "On the Go" Coffee Hour to be held in your department, you will need to provide these items.

What you will want to bring:

- Any sort of breakfast/brunch food
- Serving dishes/bowls
- Serving utensils
- Creamer

Notes:

- It's best to arrive before 8:45, or earlier if you have a complicated setup (some people do bring electric griddles, etc., which is just fine!) If you have simple baked goods, 8:45 is a safe time to show up and arrange your food.
- Please feel free to bring materials or a display relating to your department.
- Email Michelle Pescetta mpescetta@westfield.ma.edu beforehand if you would like us to say something special about your coffee hour in that week's email.
- We are happy to meet the day before to answer any questions you may have. Michelle or a member of the Faculty Center committee will always try to be there by 8:45 am to make the first pots of coffee. and get your event kicked off. In the event of an unforeseen circumstance where neither of us are there, here are instructions on how to run the coffee maker:
- The packets of coffee are in the drawer under the coffeemaker. One packet=one pot. Filters should also be stored underneath if you need them, but most of the time we order coffee already premeasured and in filter bags.
- When you pour the water into the top grate, it drips out IMMEDIATELY, so the pot has to be ready and waiting underneath. For this reason, we do have a plastic pitcher in the cabinet above the coffeemaker, with the correct water line measured. You can also use another coffee pot for this purpose.
- Please clean up after the event and take or toss any extra food. Feel free to leave food for others if there is a lot left over, and departments have sent out a facstaff email to ask people to come take extra food.

Thank you for supporting the Faculty Center's Coffee Hour.