

# SUGGESTIONS FOR ASSEMBLY COFFEE COORDINATORS

Thank you for making yourself available to serve as an Assembly Coffee Coordinator! Your job is to keep the coffee flowing and the coffee stations clean and tidy. Coffeemaker is one of the most spiritually rewarding roles a person can have at an A.A. event.

This document collects the shared experience of Coffee Coordinators. This document is a supplement to, not a replacement of, the CNCA 06 [Assembly Guidelines](#).

As Coffee Coordinator, your responsibilities include:

- Recruiting and scheduling volunteers for coffee-making and coffee service shifts from the moment the facility opens to the closing prayer.
- Purchasing the necessary pantry items and paper goods to stock coffee stations.
- Setting up one to two (1 – 2) coffee service stations in the morning, and ensuring they are kept clean and stocked throughout the day.
- Supervising the coffee clean-up and pass-it-on of leftover inventory after the Assembly.

## 1. RECRUITING AND SCHEDULING VOLUNTEERS

Coffee service at a one-day assembly typically lasts 10 to 12 hours. Coffee preparation should begin as soon as the facility opens, which can be as early as 6:00 or 7:00 AM. It's best to keep hot coffee available until the closing prayer, which is usually around 5:00 or 5:30 PM. If volunteers clean up as they go, coffee clean-up should take an additional 30 to 45 minutes after the event ends.

To manage this long day effectively, have different volunteers for the opening/set-up and closing/clean-up shifts, each lasting 5 to 6 hours. During each shift, it's recommended to have a minimum of two (2) coffee volunteers working together to brew coffee and handle the 100-cup percolators. Additionally, assign 1- 2 volunteers for each coffee station to keep it tidy and communicate with the brewers.

## 2. MAKING PURCHASES

Here are some things to keep in mind about making purchases to stock the coffee stations:

- CHECK THE INVENTORY from the previous Assembly before making new purchases.

- COLLECT RECEIPTS for all purchases and submit them to your Assembly Treasurer (photos of receipts are acceptable).
- SHOP WHOLESALE whenever possible. [Costco](#) sells 2.5 lb. bag of coffee beans that you can grind in-store, as well as 56 oz. cans of creamer, and 1000-count boxes of artificial sweeteners. CNCA also has a wholesale account at [Restaurant Depot](#), which has branches in San Francisco, South Bay and East Bay.
- COMPARE PRICES in advance and take advantage of sales, discount codes and coupons.

**FEEL FREE TO USE THE FOLLOWING CALCULATORS TO HELP YOU AS YOU PLAN:**

*For a 2-day Assembly, multiple totals by 1.25*

**COFFEE CALCULATOR (Coarsely Ground)**

Estimated Attendees	Total Cups Regular @ 3 per person	# lbs. of Regular @ 60 cups per lb.	Total Cups Decaf @ 1.5 per person	# lbs of Decaf @ 60 cups per lb.
300	900	15	450	7.5
350	1050	17.5	525	9
400	1200	20	600	10
450	1350	22.5	675	11.5
500	1500	25	750	12.5

**TEA CALCULATOR**

Estimated Attendees	# Black Teabags @ 1 bag per person	# Herbal Teabags @ 0.5 bags per person
250	250	125
300	300	150
350	350	175
400	400	200
450	450	225
500	500	250

<b>NON-DAIRY CREAMER <u>or</u> DAIRY CALCULATOR*</b>				
<b>Estimated Attendees</b>	<b>Creamer Servings @ 2 tsp per person</b>	<b># oz. of Creamer @ 6 tsp per oz</b>	<b>Dairy Servings @ 2 tbs per person</b>	<b># Gallons of Dairy @ 256 tbs per Gallon</b>
300	600	100	600	2.5
350	700	117	700	3
400	800	134	800	3.5
450	900	150	900	4
500	1000	167	1000	4

**\*PLEASE NOTE:** Dairy is not generally recommended at Assemblies. It can increase your coffee budget and it must be chilled throughout the day. If you choose to serve milk or half and half, keep in mind that it must be kept on ice and consider offering a non-dairy option for those who are lactose intolerant.

<b>SUGAR <u>AND</u> SWEETNER CALCULATOR</b>			
<b>Estimated Attendees</b>	<b>Sugar Servings @ 2 tsp per person</b>	<b># lbs. of Sugar @ 96 tsp per lb.</b>	<b># Artificial Packets @ 2 packet per person</b>
300	600	7	600
350	700	8	700
400	800	9	800
450	900	10	900
500	1000	11	1000

### **PAPER GOODS / ADDITIONAL SUPPLIES**

For the following supplies, calculate 4x the estimated attendance. Don't worry if we have extra of these items. The leftovers will go to the next Assembly Committee.

- ☐ Hot Coffee / Paper Cups (8 oz, 10 oz or 12 oz) for both hot liquids and tap water.
- ☐ Beverage Napkins
- ☐ Coffee Stirrers

### **3. CASH ADVANCES AND/OR REIMBURSEMENTS**

The Area provides for all Assembly expenses, including coffee. The only exception is if your District decides to host a Assembly Dinner (see Section 7). Please consult with

your Assembly Treasurer about whether you will receive a cash or check advance from the District to make purchases, or if you will be reimbursed by the Area. You will need to submit receipts for reimbursement.

#### 4. SETTING UP YOUR COFFEE STATIONS

An Assembly coffee station(s) is typically self-service and set-up on a 6 ft. (72" x 30") or 8 ft. (96" x 30") oblong table with following items:

- |  |   |
|--|---|
| <input type="checkbox"/> 100-cup urn of Regular Coffee*      | <input type="checkbox"/> Sugar Dispensers or Sugar packets*   |
| <input type="checkbox"/> 100-cup urn of Decaf Coffee*        | <input type="checkbox"/> Artificial Sweetener packets         |
| <input type="checkbox"/> Hot Water Dispenser*                | <input type="checkbox"/> Paper Cups                           |
| <input type="checkbox"/> Beverage Dispenser for Still Water* | <input type="checkbox"/> Beverage Napkins                     |
| <input type="checkbox"/> Black and Herbal Tea                | <input type="checkbox"/> Dish or Paper Towels to clean spills |
| <input type="checkbox"/> Non-Dairy Creamer or Dairy (on ice) | <input type="checkbox"/> Trash Can                            |
| <input type="checkbox"/> Wooden Stirrers (and disposal cup)  |   |

\*The Area will provide four (4) 100-cup urns, two (2) table-top water dispensers, metal stands for the urns and dispensers, four (4) bar mats to catch spills, and sugar and creamer dispensers. Ask the Assembly Coordinator where you can find these items. PLEASE NOTE: You will need to borrow or rent two coffee urns/dispensers for the hot water for tea.

The size and layout of the Assembly Hall will determine how many coffee service stations will be used. Ideally, two (2) stations on opposite sides of the hall are set-up at each Assembly. However, if space is limited or attendance below 300 is expected, one (1) coffee station can suffice.

When planning the location of your coffee station(s), consider the placement of wall outlets, the distance from the kitchen or water source, and the flow of traffic in the hall. Since attendees tend to gather around the coffee station, it's essential to avoid setting up in a potentially congested area. Trying to navigate through a crowd while carrying a heavy urn full of piping hot coffee is a recipe for disaster.

The Assembly Coordinator can advise your Committee on the floorplan and suitable locations for the coffee stations.

#### 5. OPERATING THE 100-CUP PERCOLATORS

1. Fill coffee maker to the desired level with **COLD WATER**. These machines will not work if filled with hot water. **CAUTION: These units are for coffee or water only.**

2. Place **MEDIUM** or **COARSELY GROUND COFFEE** directly in the metal basket – no paper filters are required. Do not use FINE GROUND – finely ground coffee will slip through the holes in the basket.

Water Level # cups brewed	Approx. Brew Time	# Cups of Ground Coffee*	Approx. lbs. of Ground Coffee**
100	60 minutes	6.25	1.5
80	50 minutes	5.00	1.25
60	40 minutes	4.00	1
40	30 minutes	2.50	0.75

3. Set the long metal pump into the heat well inside the coffee maker.
4. Gently set the basket with coffee grinds onto the pump. **DO NOT FORCE THE BASKET DOWN.**
5. Place the lid on the coffee maker.
6. Plug coffee maker into a regular 110 – 120-volt AC outlet. CAUTION: **Do not** plug in without water in the percolator.
7. IF BREWING TWO POTS AT THE SAME TIME: Plug the second machine into a **SEPARATE OUTLET ON A SEPARATE BREAKER**. Do not plug more than one coffeemaker into one outlet when brewing coffee. Please remember that many sockets are often on the same fuse and one socket does not usually have a designated fuse.
8. If there is an ON switch, remember to turn the machine on – some machines do not have an ON/OFF switch; in these cases, the machine is on when plugged in.
9. The LIGHT will come on when coffee is ready. Coffee will remain at serving temperature as long as the urn is plugged in.
10. BEFORE MOVING: If there is an OFF switch, turn off before disconnecting the cord from the wall outlet. **CAUTION: These pots are very heavy and very hot.** 2 – 3 people are needed to carry them; a strong and sturdy cart on wheels is the ideal method of transportation and still requires two (2) people working together.

#### TROUBLESHOOTING:

- If your maker does not work, check your fuse.
- If you are using an extension cord, plug the maker directly into the socket.

- These machines require a tremendous amount of power while they are percolating, and you will not be able to plug in or operate any other electric appliances at the same time.

## **6. SAFETY FIRST**

As the Coffee Coordinator, it's important to ensure that your coffee volunteers are capable of lifting heavy objects, for example when working together in pairs to carry the large and heavy urns of hot coffee across a room. Your volunteers' health and safety should always be a top priority, so avoid assigning heavy lifting tasks to anyone who might be at risk of getting injured. If needed, you can consider borrowing or renting a kitchen cart to make transportation easier and safer.

If there's any coffee spillage during transport or at one of the coffee stations, please inform the Facilities Chair right away for immediate cleaning. Wet floors pose a health hazard and need to be addressed promptly by someone on your Assembly committee. This includes any spills in the coffee brewing area.

## **7. ASSEMBLY DINNER**

Many Districts choose to host a ticketed banquet dinner and A.A. meeting the night before (or the night of) an Assembly. The Assembly Dinner is paid for by the District and is a completely separate function from the Area assembly.

Experience has shown that it is best for the Dinner to have a separate committee from the Assembly and separate volunteers. However, if you choose to coordinate the coffee for the Dinner as well, please make separate purchases and keep separate receipts for the coffee supplies used at the Dinner and A.A. meeting.