Companions of the Order of Malta
Lunch party Briefing

Number of Guests: approximately 60 elderly guests.
Food served: a light lunch of soup, sandwiches and baked cakes made by the volunteers.

Timing:
A group of volunteers set up the tables at 8am – please message the team leader if you would like to assist in setting up the tables earlier in the day.

Set up: From 10.30am
Volunteer Briefing: 11.15am or when all volunteers have arrived
Guests arrive: Between 11.45am- 12.15pm
Singing Briefing: 12.15pm
Entrance of Singers: 12.30pm
Serve teas & coffees: 12.15pm
Sing- song slot 1: 12.30-12.40pm
Savoury to be served: 12.40-13.00pm
Sing- Song Slot 2: 13.00-13.10pm
Sweets to be served: 13.10-13.30pm
Sing- song Slot 3: 13.30-13.40pm
Guests depart by: 2-2.15pm
Finish Tidy up & Clean up: 3.30pm

Health and Safety Guidelines
1) Staggered arrival of care homes is recommended to avoid congestion on entry into hall.
2) Guest and volunteer hands to be sanitised upon arrival and as frequently as necessary during activity.
3) First Aid Officer- TBC on the day in charge of all emergency matters and to help including with un/loading bus and to assist care home carers with toilet duties.
4) At arrival and departure, 3 designated volunteers on hand at top and bottom of steps and of the ramp to monitor that each guest is accompanied by his/ her carer down the steps and to help if required.
5) Volunteers briefed to ensure careful compliance with hygiene protocols in food preparation & handling as well as cleaning w/c's etc.
6) Oratory wheel chair on hand at arrival and departure to help less able guests on the ramp.

Volunteer Roles. Approximately 20 volunteers
1 Activity leader
Welcome team: 2 – 3 volunteers. Helping guests on and off the bus, into the hall and settle them at the tables.
Flower arranging team: 2 – 3 volunteers. Help prepare the flowers for the tables and assist with wrapping the flowers/gifts for the guests to leave with at the end of the party.
Kitchen team: 2 – 3 volunteers. Help prepare the food, serve hot drinks and wash up.
Table Hosts/Servers: 3-4 volunteers/table. Serve the guests and carers and chat with the guests.
Singing team: 2 – 4 volunteers. Informal "choir" of volunteers who assist the pianist with choosing the songs and assist the guests with finding the relevant songs to sing along to. Chat with the guests when not singing.