GENERAL INSTRUCTIONS FOR SERVING

These instructions are issued at this time in order for you to familiarize yourself with the general set-up of serving luncheons for laboratory guests during the 1948 Annual Inspection, September 28, 29 and 30, 1948, in the Auditorium of the Administration Building.

Lunch will be served to you promptly at 11:00 p.m. in the Executive Dining Room at which time the Leaders will give the final instructions or answer any questions pertaining to the serving. At 12:00 noon please be in the Auditorium to help set-up tables.

At the end of these instructions you will find the arrangement of tables as to how they will be set-up in the Auditorium and the number of each table. Opposite the name of the girl will appear a number. This number is the table or tables to which she has been assigned the three days. Girls with two numbers opposite their name indicates that three girls have been assigned to two tables and the work will be split between the three girls. It is hoped that there will be no substitution of positions or tables necessary.

The tables will be set in groups of 16 guests at a table on the east side of the Auditorium and 14 guests at a table at the side closest to the kitchen with an aisle between. Leader No. 1 will have charge of tables Nos. 1 through 12. Girls assigned to these tables will receive their plates from the stage end of the kitchen,always watching the leader for the signal for the next guest to be served. Leader No. 2 will have charge of tables Nos. 13 through 24 and the girls assigned to these tables will receive their plates from the Foyer end of the kitchen also making sure to watch the signal of the leader. All girls except the leaders will serve the main course. The girls assigned to their tables will start serving beverages just as soon as their table is completely served the main course.

When clearing the tables for dessert, trays will be used and one girl will hold the tray while the other girl picks up the soiled dishes. It is likely by the time the last table is served the main course, the first tables will be ready for clearing, therefore, the girls that have just finished serving the last tables with the main course and beverage, will help clear the early table and vice versa. The whole table will be cleared from soiled dishes before the dessert is served.

Soiled dishes should be returned to the kitchen only through the door marked "Out". Doors marked "In" will be used to enter the Auditorium and those marked "Out" will be used to go out into the Kitchen.

When setting-up the tables, please be sure to space place settings equally apart and make sure all tables look uniform as to the position of napkins, silverware and salad plates.

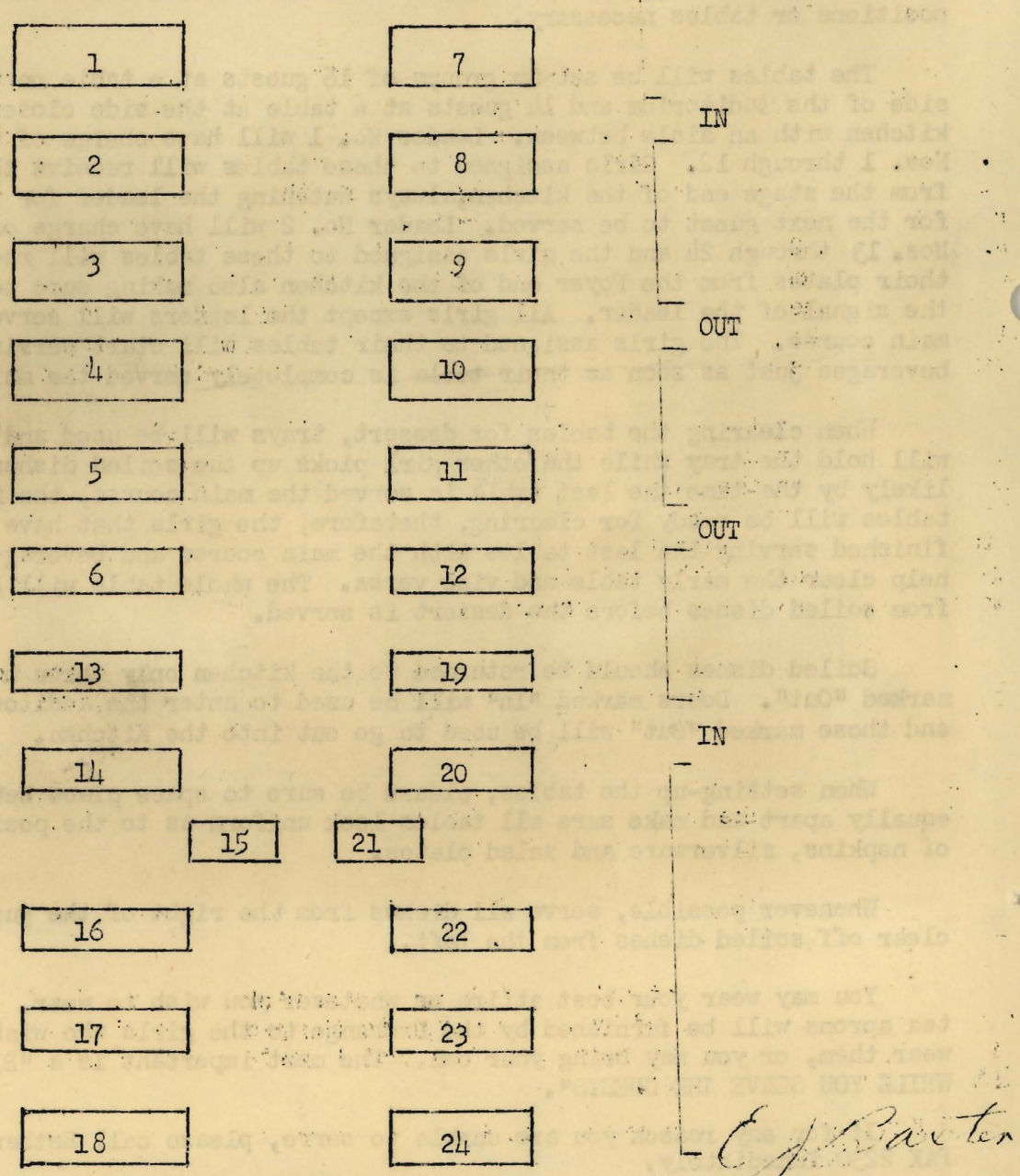
Whenever possible, serve all dishes from the right of the guest and clear off soiled dishes from the left..

You may wear your best attire or whatever you wish to wear. White tea aprons will be furnished by the Exchange to the girls who wish to wear them, or you may bring your own. The most important is a "BIG SMILE WHILE YOU SERVE THE GUESTS".

If for any reason you are unable to serve, please call Esther Wagner, PAX 2230 immediately.

The following girls have been selected to serve luncheons the three days, September 28, 29 and 30, 1948.

Delores Brown	(1)	Margaret Zill	(8-9)	June Shernock	(17)
Marie Bobyarchiak	(1)	Annabelle McClain	(8-9)	Muriel Benes	(18)
Marguerite McComb	(2)	Betsy Petrik	(10-11)	Patricia Norris	(18)
Eileen O'Donnell	(2)	Jean Austin	(10-11)	Peg Brandau	(20)
Carmelita Cleary	(3)	Janette Troyan	(12-19)	Elinor Wilkens	(20)
Margaret Shroka	(3)	Thelma Hunt	(12-19)	Kathleen Brown	(21)
Joan Boutton	(4)	Rosemary McCrone	(13)	Jean Healy	(22)
Beryl Boyle	(4)	Mary P. Franey	(13)	Norma Jansen	(23)
Inez Bonazza	(5)	Kathleen O'Connell	(14)	Margaret Peterson	(24)
Helen Gallagher	(5)	Kathleen Berger	(14)	Leona Hobzek	(12-19)
Jane Held	(6)	Jacequeline Williams	(15)	Norma Schwedler	(10-11)
Eunice Johnston	(6)	Alice Howard	(16)	Norine White	(8-9)
Helen Sams	(7)	Aileen Vogt	(16)		
Jean Bush	(7)	Margaret O'Rourke	(17)		

LEADERS

Irene Kives (No. 1)
Evelyn Fleming (No.2)