



# NATO Charity Bazaar

[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

— ASBL —

## **2010 GUIDELINES FOR NATIONAL RESTAURANT COORDINATOR AND ASSISTANT**

The responsibilities of the National Coordinator and Assistant are as follows:

1. The Restaurant Coordinator organizes and coordinates his/her nation's contribution to the International Restaurant during the Bazaar. The Coordinator works with the International Restaurant Coordinator.
2. The Coordinator will take part in all meetings called by the International Restaurant Coordinator (usually 2-3 times before the Bazaar) or send an Assistant.
3. The Coordinator submits the menu, kitchen, and utensil requirements in due time.
4. The Coordinator should manage helpers from his/her country in the serving area and the kitchen.
5. The Coordinator should arrange for the volunteers from his/her nation to decorate and clean the tables in the dining area and provide a list with the names of those volunteers to the International Restaurant Coordinator.
6. The Coordinator should make certain that the work place assigned in the kitchen and the serving area is left clean at the end of the Bazaar.
7. The Coordinator should offer support and guidance to all volunteers from his/her country participating in the International Restaurant and ensure that they are aware of their responsibility.
8. The Coordinator reports to his/her National Representative.
9. The Coordinator ensures that when he/she leaves the position the substitute is aware of his/her responsibilities.