

DINNER COMMITTEE PLANNING FORM

DINNER DATE-- _____

DINNER TIMES—**Set-up begins at 1 P.M.** Arrive for dinner by 4:40-4:45 P.M. Doors open for dinner at 5:00 P.M. Dinner begins at 5:30 P.M. Dinner times can vary as needed, but must be finished and cleaned up by 8 P.M. when the Rec. Center closes.

MASTER/MISTRESS OF CEREMONIES--Name _____

Before eating—

Welcome everyone to the dinner.

Acknowledge visitors and first time attendees by having them stand up and giving their names and where they are from.

Explain how people at tables will proceed to food tables. (Table numbers and holders are in the Rec. Center kitchen.)

After eating—

If appropriate, acknowledge birthdays and anniversaries in the same dinner month by having them stand up to give the date of his or her birthday and the date and number of years of people's anniversary.

Ask if there are any announcements, and give the microphone to people making announcements.

Do last call for 50/50 tickets to be purchased.

Give instructions for the after dinner activity or give microphone to person doing the activity.

Give microphone to 50/50 person to call winning number and amount of the 50/50 raffle.

Give instructions about what to do with table top decorations and anything else related to clean-up.

Thank the dinner committee, by saying their names, for their time and effort. _____

DINNER MUSIC—Name_____

Find/select potluck CD's music if desired.

Set up and have music playing before and during potluck as desired.

See Recreation Center employee for setting up sound system to play music.

GREETING/NAME TAGS TABLE—Names of people at Greeting Table_____

Name tags are provided and can be obtained from Rec. Center office. Please give extras back to office for future use.

50/50 RAFFLE TABLE—Names of people at 50/50 Table_____

Get tickets and basket from Rec. Center employee. Return leftover tickets and basket after potluck.

Need change for larger bills.

Raffle tickets are \$1/each or 6/\$5.

Do last call for ticket sales right after dinner.

Draw winning ticket number at end of potluck after all sales are done, and tell the ½ pot winning amount.

Give remaining ½ money sales to Rec. Center office person or to a person on the Activities Committee after ½ is given to raffle winner.

DECORATIONS—

Tables—

Activities Room—

Sign-In Table and 50/50 Table—

BAG OF ICE (to bring to potluck)—Name of Volunteer _____

If Recreation Center freezer has ice, use it. Otherwise, a bag of ice needs to be brought to potluck.

IMPORTANT NOTE: Check the Rec. Center kitchen for needed consumable supplies. Buy what's needed and give receipts to Rec. Center office person for reimbursement.

AFTER DINNER ACTIVITY/GAME—Activity Person's Name _____

Activity—

Supplies Needed--

CLEAN-UP—Everyone on the committee is responsible for clean-up.

Beginning at 7:30 P.M., one half-hour is allowed for clean-up before the Rec. Center closes at 8 P.M.

All serving pieces and serving utensils belonging to the Recreation Center are to be put through a dishwasher cycle.

Tables and chairs do not need to be put back on the racks. The floor does not need to be mopped.

FOLLOW-UP ARTICLE FOR STONEYBROOK NEWSLETTER—Name _____

Article should give highlights of the different aspects of the potluck in a positive tone.

Must be emailed to the Recreation Center Assistant Property Manager by the 15th of the current potluck month.

EXTRA NOTES--

