

“SHARE A DISH” DINNER GUIDELINES FOR HOSTS

FOR NEW HOSTS:

1. “Many hands make light work” -- you’ll work with 3-5 other couples or individuals.
2. Experienced “veterans” -- those who have hosted previously will guide you.
3. Fun & friends -- this can be a great time of fulfillment and making new friends.

OUTLINE OF PROCEDURE:

1. Planning: weeks before dinner hosts choose a theme and other particulars.
2. Pre-preparation: 1 p.m. on day of dinner hosts set up tables.
3. Pre-dinner items: 4:45 - 5 p.m. on day of dinner
 - a. Sign-in table hosts
 - b. 50/50 table hosts
 - c. Food table hosts
4. Dinner: 6 - 7:40 p.m. greetings, announcements, introductions, thanks
5. Post-dinner: clean & clear tables

DINNER DAY SET-UP:

1. Hosts should arrive at 1:00 p.m. on the day of the “Share a Dish” dinner.
2. Set up two tables in vestibule -- one for 50/50, and one for sign in (name tags, Sharpie pens, sign-up sheets, sign-in sheets, small trash can, basket for raffle tickets).
3. Round tables should have a white plastic tablecloth, table # on a stand, decorations, plastic utensils, plates, and salt & pepper shakers.
4. Food tables should have a pastel, rectangular tablecloth.
5. The food table by the windows facing the pool should have electric cords for plugging in hot plates or crock pots.
6. Rec Center employee will be available to assist with the lectern, public address system, and music system.
7. Hosts should arrive again 4:45-5:00 p.m. to prepare beverages -- unsweetened tea, regular coffee, decaf coffee, and lemonade. Also, make sure there is enough ice.
8. Put out Styrofoam cups for coffee and clear plastic cups for cold beverages.
9. Cold beverages are set up on the kitchen countertop pass through.
10. Coffee pots, sugar, and creamers are set up on a separate table provided to the left of the kitchen counter.
11. Ice cubes can be put in a large bowl with a serving utensil.

SUPPLIES:

1. Inventory

Name badges	Rectangular colored tablecloths
Sharpie pens	for food tables
Tickets for 50/50	Round white tablecloths
Trash can near sign-up table	Pastel paper napkins
Camera/Smartphone for group pictures	Styrofoam plates
Table numbers on stands	Bag of ice (check freezer for any
Basket for 50/50 ticket draw	extra bag already there)
Salt & pepper shakers	Country time lemonade w/cold water
Decoration for each table	Tea bags
Plastic ware	Coffee -- regular and decaf

2. Supplies are kept in the kitchen cabinets and drawers.

3. Sondra orders the round white tablecloths. She also has the name badges and 50/50 tickets.

4. Millers supply the coffee. Millers have decorations for each month, except Thanksgiving. Jose can get the Thanksgiving decorations out of storage.

5. Tuckers purchase any plastic or paper supplies needed, as well tea, lemonade, half & half, and 20 pieces of chicken.

DECORATIONS:

1. Many decorations from past years are stored at Sheri and Lee Miller's home.

Miller's contact info is: (941-567-5058) or email: slm19482006@yahoo.com

2. Please give them enough advance notice to make them available for use.

3. Funding is available for the purchase of decorations, supplies, prizes, and treats.

4. However, RECEIPTS must be presented for reimbursement (up to \$25).

5. Please give receipts to Sue Tucker, who will fill out a form with them attached.

6. Jan Lane (Activities Coordinator) will write a check for reimbursement amount.

ANNOUNCEMENTS:

1. Acknowledge and recognize newcomers before the dinner is served.

2. Before the evening is over, ask if there are any announcements.

3. Draw for the 50/50 and announce the winner and amount of money.

4. Recognize birthdays and anniversaries.

5. Thank the committee members.

6. Give date of next "Share a Dish" dinner and names of those hosting it.

RAFFLE:

A 50/50 raffle is to be held at each dinner. The winner is encouraged to keep the winnings. The other half of the 50/50 money should be given to Sue Tucker. She turns over the money to Jan Lane to deposit it into a bank account. A monthly accounting of 50/50 earnings, expenses, and the balance will be reported to the Activities Committee.

1. Hosts can obtain raffle tickers from Sondra during the setup time.
2. The raffle tickets table should be situated in a prominent place in the lobby.
3. The price is \$1 per ticket and \$5 for six tickets.
4. Be sure to have some starting cash for change.
5. Please actually check the winner's stub against the number called to make sure it matches the drawn ticket before announcing the winner.

CLEAN UP:

1. Host committee
 - a. Put all serving pieces, utensils, pitchers, parts of coffee pot, etc. belonging to the Rec Center into the dishwasher for a cleaning cycle.
 - b. Take home hand towels to wash.
 - c. Put all trash into the cans provided.
 - d. Return the kitchen and activities room to a neat and clean condition.
 - e. Clean-up needs to start no later than 7:40 p.m. so Jose can leave by 8 p.m.
2. Jose
 - a. Jose folds up tables and chairs, then stores them.
 - b. He also cleans the floor.
 - c. Jose will take care of disposing trash bags.
 - d. He also closes and secures the building by 8 p.m.

DATES & TIMES:

1. Upcoming dates for all dinners are posted in the sign-up notebook, on the Rec Center hallway bulletin board, and on the calendar for hosts.
2. Doors open at 5:30 p.m., and Dinner is served at 6 p.m.

THEMES/ACTIVITIES:

Themes, type of dinner, and activities for the evening are to be decided at the discretion of the month's host committee. Ideas are simply posted to be of help. Enjoyable and entertaining activities are encouraged to promote a spirit of goodwill. Be creative and innovative. We want our dinners to be something that each month our residents gladly look forward to with anticipation & look back upon with appreciation.

NEWSLETTER:

The monthly “Share a Dish” committee is responsible for composing two articles for the “Stoneybrook Newsletter.”

- 1. Announcement article -- introducing the dinner and inviting residents to come**
 - a. Provide the date, time, theme, special entertainment, etc.**
 - b. State that attendees must sign up at Rec. Center or online before the date.**
 - c. Attendees should bring a main entrée, side dish (vegetable, salad), or dessert -- enough to feed 10-12 people.**
 - d. Articles should be exciting and inviting!**
 - e. Email this article to Sondra by the 15th of the month PRIOR to the dinner.**
This will give a month’s notification to residents.

- 2. Follow-up article -- submitted to Sondra by the 15th day of the month FOLLOWING the dinner giving positive highlights.**

Highlights should include (but not be limited to) group photos, theme, activity, number in attendance, winner of the 50/50, winner of door prize (if there is one), hosts’ names, etc.

Sondra’s email address: stoneybrookreccenter@gmail.com

QUESTIONS/PROBLEMS: Call Sue or Randy Tucker at (941-681-6118) or email us at dispen7grace@gmail.com

We are willing to help the hosts in any way needed.

Ideas/Suggestions for Share a Dish Dinners

Meals:

Soups and Salads night

Italian night

Bring your favorite dish night

Just desserts night (combined maybe with a game night)

Catered dinner (charge guests)

Greek night

Foods supplied by various restaurants in the area for free

Breakfast at dinner night (eggs, sausages, bacon, pancakes, french toast, etc.)

Costco night - all foods come from there (maybe Costco would provide some of it to promote their store.)

Spaghetti night

Pizza and Salad night

Ethnic night

Picnic night (hot dogs, hamburgers, potato salad, etc.)

Caribbean or Hawaiian night

Activities:

Game night

Travel log night (pictures from residents in the community who have traveled to different countries or to interesting Places -- land or sea travel (projected on the screen))

Talent night (people in the community who can play an instrument, sing, present a craft, is an entertainer or comedian)

Name that tune night (music is played for a few seconds and then residents write down the tune on paper)

Activity night - some of the activity groups in our community perform (sing, line dancing, present how to play a certain

game, Trivia)

Golden Oldies night - singing songs together from ages ago

Bring a Neighbor night

Jeopardy night (just like on TV with categories and \$\$).

**Selection of category and \$ could be chosen by tables -
one at a time. Table with the most \$\$ earned from asking
the right question are the winners.**