

POTLUCK COMMITTEE PLANS

POTLUCK DATE-_____

POTLUCK TIMES—**Set-up begins at 1 P.M.** Arrive for potluck by 4:40-4:45 P.M. Doors open for potluck at 5:00 P.M.
Potluck begins at 5:30 P.M.

MASTER/MISTRESS OF CEREMONIES- Name: _____

Before eating:

Welcome everyone to the potluck.

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 provided.)

After eating:

Acknowledge birthdays and anniversaries in the same potluck month by having them stand up and giving 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 microphone to people making announcements.

Announce next month's potluck committee. _____

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 pot.

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

Thank the current month's potluck committee 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 if desired.
- ✓ See Recreation Center employee for setting up sound system to play music.

GREETING/NAME TAGS TABLE—Names of people at Greeting Table: _____

Sign In Sheet--Give to Lee or Sheri when done along with Sign-Up Sheets from potluck binder.

Name tags and Sharpies/pens are provided. Please give extras back to Lee & Sheri for future use.

50/50 RAFFLE TABLE—Names of people at 50/50 Table: _____

- ✓ Get tickets from Rec. Center employee.
- ✓ Use provided basket/container for 50/50 ticket stubs.
- ✓ Need change for larger bills.
- ✓ Raffle tickets are \$1/1 ticket or \$5/6 six tickets.
- ✓ 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 in envelope to Lee or Sheri 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: Deb Stoll will bring **EXTRA FRIED CHICKEN** to potluck (with the exception of November) to make sure there is enough main entrée food.

AFTER DINNER ACTIVITY/GAME (optional)—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 Recreation 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. A Recreation Center employee or Deb will empty the dishwasher when the cycle is done.

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: