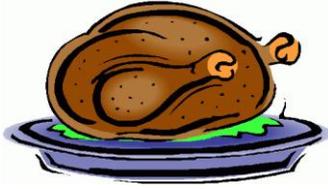


## Hosting Potluck Guidelines



Community dinners are hosted by residents who volunteer. They are held on the second Thursday - 5:30 for socializing; dinner at 6:00. If a month has no volunteers, the event is cancelled.

A no-frills “potluck” is always enjoyed. It is up to the hosts if they want a theme, decorations, special menu or entertainment. Although the clubhouse is seasonally decorated, a few extra decorations are available or, hosts can bring them. However, please note, there is no reimbursement for any expenditure. So, pair up, choose a month and sign up!

Once you meet with the other hosts and make your plans, submit them for newsletter publication by the 20<sup>th</sup> of the month. You may write an article, or just the facts. The week of the event, email the association (llbod@outlook.com) so a reminder can be sent out.

### Set Up Suggestions

Open clubhouse before 5:15, as some need to cook or reheat food

Be sure there is plenty of ice in the freezer

Set out name badge trays

Contact Clubhouse Chairperson\* for closet key to get paper goods (association furnishes)

Use large table for buffet, set out serving utensils and hot pads

May use library for desserts, set out serving utensils and cut them

Pitchers are available for water, tea, lemonade or other drinks

Self-service coffee machine in the kitchen

As neighbors arrive, help get food to the buffet table

If needed, there are folding tables and chairs in the closet

Lead Pledge of Allegiance and a Prayer (or delegate), eat at 6:00

### Clean up:

Trash to outside garbage bin; replace liner.

Wipe down tables, serving and kitchen surfaces

Return extra tables and chairs to closet

Sweep floor

Use “Swiffer Wet-Jet” disposable pad mop for wet, dirty spills

Turn off fans and lights

Lock all doors

THANK YOU for taking a turn at hosting to keep our Potlucks going!

Questions / additional information

Clubhouse Chairperson, Priscilla Chamblin, 251-609-0111