

Guidelines for Couples Pot Luck Dinners

These are only guidelines to help our pot luck dinners run smoother.

Hostess responsibilities:

1. Let the Chair (Connie Quiring 826-2442 bcquiring@yahoo.com) know **how many people** you can accommodate and if you what to do a theme.
2. Please do not add people to your party at any time. Instead direct **all calls** to the Chair, Connie Quiring 826-2442. This will avoid confusion and hard feelings.
3. A week before the pot luck, **and no earlier**, send an email to your guest letting them know how many dishes are needed. There are a lot of cancellations, so don't send this out too early, and do not accept volunteers before you send your email. You will only get frustrated with cancellations and accepting dishes early is unfair to the guest replacing the cancelled couples. For some reason, **NO ONE** volunteers main dishes & the couples added get stuck every month.
4. You are in charge of the menu, making sure there is enough variety, quantity & who brings what. Let your guest know if you want a "Theme" and type of dish you need. You can say, "Comfort food, I need 2 meat loaf's" or "Irish theme, I need 2 Corn beef."

Here are your guidelines for the number of people at your pot luck.

<u>12 people</u>	<u>14 people</u>	<u>16 people</u>	<u>18 people</u>	<u>20 people</u>	<u>22 people</u>
1 appetizer	1 appetizer	1 appetizer	1 appetizer	2 appetizer	2 appetizer
1 salad/side	2 salad/side	2 salad/side	2 salad/side	2 salad/side	3 salad/side
2 main dishes	2 main dishes	2 main dishes	3 main dishes	3 main dishes	3 main dishes
1 dessert	1 dessert	2 dessert	2 dessert	2 dessert	2 dessert

5. A few days before your party, **send a reminder email** with date, time, place, BYOB, money and the dish each guest is bringing and how many that dish needs to feed.
6. You should not have to do a dish. After all, you are providing your home. You will supply serving utensils, paper plates, plastic ware, cups and napkins for appetizer, dinner, & dessert.
7. Supplies water, tea, coffee, and/or soda. Do not supply alcohol. Everyone brings their own.
8. Sets up tables & chairs and have a garbage can visible so everyone can "do their own dishes."
9. Try to set up the appetizers and bar in separate areas. Otherwise everyone will stay in one area & not move around.
10. If possible, you will want the dinner food set up like a buffet line with a starting point.
11. **All Pot Lucks start at 6pm. Dinner starts at 7pm.** The rest of the evening will flow & be done about 10pm.
12. Ask the first guest that arrives to collect money & pass out name tags.

13. Gayle Schanck will supply you with name tags, hand sanitizers, cards, score sheets, pencils and the table rotation and the card shufflers.
14. Make sure the name tags & other supplies don't get lost or damaged. Collect them at the end of the evening. Supplies are expensive to replace. Between the 3 parties, we use 60 decks of cards.
15. Relax & have an enjoyable evening.

Guest responsibilities:

1. If you want to attend a Pot Luck, you can sign up at the planning meetings (held twice a year), the luncheon or call the Chair, Connie Quiring 826-2442 to get added to the list. Please do not call the Hostess as this can cause confusion.
2. Respond to all emails as quickly as possible. It really helps in planning.
3. If something comes up & you can't come, please let the Chair, know **as soon as possible**. This will make her job much easier. Trust me; we don't want her to burn out. What would our social lives be without her????? If you cancel last minute, you are still responsible to send your dish.
4. A week before the pot luck, the hostess will email you how many dishes are needed. Do not call the hostess before this email to volunteers what dish you want to bring. There are a lot of cancellations and accepting dishes early is unfair to the guest replacing the cancelled couples. For some reason, NO ONE volunteers main dishes. Please take your turn & bring one once in awhile. Don't stress, we are not a gourmet club. Getting something from Costco is OK.
5. If you are bringing the appetizer, **PLEASE don't be late**. All Pot Lucks start at 6pm. Dinner starts at 7pm. The evening is usually complete about 10pm.
6. If you are the first guest to arrive, please volunteer to collect money & pass out name tags.
7. Bring your dish already prepared and/or cooked. Don't cook or have major preparation work to be done to your dish once you arrive. The Hostess's oven can be used to keep your dish warm. It wouldn't be right if you expect to cook your dish during appetizers and another dish just needs to be kept warm.
8. You are in charge of your dish. Take it to your car when we are done with it. It's not up to the hostess to wash it.
9. Bring money, \$5 per person for 3-13. Once a year a one time fee of \$5.00 per couple to cover name tags, cards, score sheets, batteries for shufflers, etc. All groups in the EPWC are self sufficient. The club does not reimburse a group for supplies.
10. Please use the HAND SANITIZERS that have been put on all the tables. We don't want to spread anything and this helps keep the cards from getting sticky.
11. Ask the Chair, Connie Quiring 826-2442 to volunteer your home for a future pot luck dinner. With 3 parties a night during the months of January through November, that's 33 hostesses needed. You should only have to volunteer once a year. Being a hostess keeps you off the waiting list.
12. Eat, Drink, Laugh and have a delightful evening.