

2016 Guidelines for Couples Pot Luck / 313 Cards

These guidelines have evolved since 2006 to help our evenings run smooth.

Hostess responsibilities:

Before your Party:

Let the Chair Gayle Schanck (541 821-7070 gayle.schanck@gmail.com) know how many people you can accommodate and how many players per table.

Please do not add people to your party at any time. Instead direct all calls to Gayle. This will avoid confusion and hard feelings.

Once you get the final headcount from Gayle, send an email to your guest letting them know how many dishes are needed. Do not accept dishes before you send your email. Accepting dishes early is unfair to all your guests.

You are in charge of the menu, making sure there is enough variety, quantity & who brings what. Themes are not necessary, but OK. Please do not ask for specific dishes or recipes. After all, it is a POT LUCK.

Here are your guidelines for the number of people at your pot luck. To keep things simple, we usually eat at the same tables we play cards. Remember as hostess you don't need to do a dish.

<u>12 people</u>	<u>14 people</u>	<u>16 people</u>	<u>18 people</u>	<u>20 people</u>	<u>22 people</u>	<u>24 people</u>
1 appetizer	1 appetizer	1 appetizer	1 appetizer	2 appetizer	2 appetizer	2 appetizer
1 salad/side	2 salad/side	2 salad/side	2 salad/side	2 salad/side	3 salad/side	3 salad/side
2 main dishes	2 main dishes	2 main dishes	3 main dishes	3 main dishes	3 main dishes	4 main dishes
1 dessert	1 dessert	2 dessert	2 dessert	2 dessert	2 dessert	2 dessert

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. (*See sample on Page 3.*)

We have 3 complete sets of Party Bags that include all the supplies needed for each party. It will be your responsibility to PASS the bags to next month's hostess. I'll let you know who.

Before your party, Gayle will email you the score cards and table rotation for you to print for your party. The score cards come 4 to a sheet. There is also an original in the bag you can use to copy. If you are unable or unwilling to print the score cards and table rotation, please ask one of your guest to print them for you. I included a baggie with score cards in the supply bags in case of emergency. Anyone is welcomed to refill these baggies at anytime.

Make sure the correct name tags are in the Plastic Badge Holders for your party. The tags in the holders could be from last month's party.

All name tags of those not coming should be in the plastic tag box in alphabetical order, by the women's last name. The complete list of names is in the box.

If you can't take pictures. call one of your guest to take pictures. Maximum 3 pictures per party to be post on the website. Group shots work best.

Print enough score cards for everyone at your party, front and back.

Print the table rotation that I will email you no later than 12noon the day of your party.

Print one copy for display, "Host & Scores". It will be emailed to you.

Last month's hostess will supply you with the Party Bag that include name tags, hand sanitizers, cards, score sheets, pencils, and the card shufflers.

Make sure the name tags & other supplies don't get lost or damaged. Supplies are expensive to replace. Between the 3 parties, we use 60 decks of cards.

Setting up your tables: No one is partners with anyone during the card game. Everyone's odds of winning are equal when there are the same number of people at each table. If possible, 2 tables of 5 people is better than one table of 4 and one table of 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.

Supply water, tea, coffee, and/or soda. Do not supply alcohol. Everyone brings their own.

Have a garbage can visible so everyone can "do their own dishes."

Try to set up the appetizers and bar in separate areas. Otherwise everyone will stay in one area & not mingle around.

If possible, you will want the dinner food set up like a buffet line with a starting point.

All Pot Lucks start at 6pm. Dinner starts at 7pm. The rest of the evening will flow & we are usually done by 10pm.

Ask the first guest that arrives to help by collecting money & passing out name tags and collect them at the end of the party.

After your party:

Please record the names and scores of the money winners and the Biggest Loser to email Gayle along with the pictures as soon as possible after your party.

Make sure all supplies are packed up and in good condition.

Make Arrangements to deliver the Party Bags to the next month's hostess.

Most important rule, relax & have an enjoyable evening.

SAMPLE Email to send to your guest a few days before your party

Hi Everyone,

I am so looking forward to this Saturday night, October 19. It is really going to be fun. There will be 20 of us playing at 5 tables of 4 each.

Here is a run-down of what we have.

- Appetizers: Jan and Shirley, each needs to feed 10 or 12
- Side: Betsy to serve 10 to 12
- Salad: Lynn to serve 10 to 12 (some may want both a side dish and some salad)
- Main Dish: Ann, Kaye, and Marcia each needs to serve 8
- Dessert: Aleli and Ida each needs to serve 10

If anyone will need my oven let me know via return email and I'll have it pre-heated.

If you want alcohol, bring what you'd like. I'll have coffee, tea, water, and soda. I have plenty of paper products and plastic, serving utensils, etc. Don't forget your money for the card game (\$5.00 a head).

We are at 123 Main St in EP. If you're coming from Alta Vista on Robert Trent, turn right on Main. If you're coming from Stevens on Robert Trent Blvd, turn left on Main.

Try to arrive at 6:00 PM and we'll eat at 7:00 PM.

We'll have a SPOOKTACULAR time.

Mary Jane Smith

Guest responsibilities:

If you want to attend a Pot Luck, you can sign up at the luncheon or contact the Chair, Gayle Schanck (541 821-7070 gayle.schanck@gmail.com) to get added to the waiting list. Please do not call the Hostess as this can cause confusion.

Respond to all emails as quickly as possible. It really helps in planning.

If something comes up & you can't come, please let the **Chair**, know **as soon as possible**. If you cancel last minute, you are still responsible to send your dish. Store bought is OK.

If your spouse can't come, let Gayle know so she can call the next couple on the Automatic List. Remember, this is a Couple's Group. After all names from the Automatic List are called and there is still room you may come single. You do not need a "date". No one is partners in our card game. Odd numbers work.

About 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. Don't stress, this is not a gourmet club. Getting something from Costco is OK.

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 by 10pm.

If you are the first guest to arrive, please volunteer to collect money & pass out name tags.

Bring your dish already prepared and/or cooked. The Hostess's oven can be used to keep your dish warm.

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.

Bring money, \$5 per person to play our card game 3-13. Once a year, or as needed you will be asked for a donation of \$1 to \$5 per couple to cover the cost of supplies purchased. Name tags cost around \$1 each. We use 60 decks of playing cards, our shufflers cost \$16 each and they take 4 "C" cell batteries. All groups in the EPWC are self sufficient. The club does not reimburse a group for supplies.

Please use the **HAND SANITIZERS**. We don't want to spread anything and this helps keep the cards from getting sticky.

Eat, Drink, Laugh and have a enjoyable evening.

Procedure for Drawing Names:

We have 2 list of Couples:

Automatic List - Couples who are hosting this year.

Waiting List - Couples who want to attend, but not host.

We have 33 hostess each year, 3 per month, January - November. We do not meet in December. The hostess are on the "Automatic" list. That means 33 couples or **66 people**.

Let's say each hostess can handle 8 couples (16 people) in each home. That's **48 people total for the month**.

Names are drawn from the hat with the 33 couples from the "Automatic" list until 24 couples (**48 people**) are drawn. The remaining 9 couples (**18 people**) will be drawn as cancellations come in.

The Chair, Gayle Schanck will send an email with the "**initial draw of names**" to those telling them which house they got drawn for. They are expected to get back to her ASAP either way, if they are coming or if they can not make it.

If Gayle does not hear from them or they can not make it, she takes their name off and draws the next name on the "Automatic List" from the hat.

Once the automatic list is exhausted Gayle will check with the hostess if the reduced number of guest is acceptable or we will shuffle people around and have **2 parties that month**.

After reducing the number or parties and we still have opening, names from the "Waiting List" will be drawn out of a hat. **Priority will be given to Couples who joined the EPWC after the 2016 hostess schedule is complete.**

The waiting list signup sheet is available at every luncheon, or by contacting Gayle.

This is a Couples Group. If your spouse can not make it but you still want to come, let Gayle know. Your name will be put on the bottom of the Automatic Waiting List for that month. Once everyone has been contacted and there is still room at a party you may come as a single. You do NOT need a "date". No one is partners with anyone, so an odd number works.