



# First Parish Fall Potluck Host Checklist

## Planning Ahead

- ☐ Make plans for members of your committee to bring one large vegetarian entree and one large salad of some kind (each at least 8 servings), and one small bag of ice
- ☐ Identify at least four people who will arrive around by 5:15 p.m. to set up (good backs needed)
- ☐ Make sure that at least one of the set-up people knows the code to the lockbox that contains the key to the building and how to unlock the main door
- ☐ Identify at least two people who will stay to the end and guide the clean-up process --
- ☐ Make sure that at least one of the clean-up people knows the code to the lockbox and how to lock the main door

## The Day Before

Send a reminder to folks via FPConnectionboard (can remind about bringing own place settings).



## Setting Up on the Day of the Potluck - 5:15 pm

- ☐ Go into the building using the main door, near the office -- get the key from the lockbox and put it back in the lockbox
- ☐ Unlock the main door (but not other doors to the building)
- ☐ Set up *5 eight-foot tables* for people to sit at (they live in the Vestry Closet -- between the Vestry and Parlor -- and some are much lighter than others)
- ☐ The table and chair carts will be in the Vestry Closet
- ☐ Set up 8 chairs around each of these tables, and leave a extra chairs within reach (the chair carts also live in the Vestry closet)

### Set up five additional tables:

- ☐ 1 six-foot table (white) for signing in
- ☐ 2 eight-foot tables for entrees (and salads, appetizers, and anything else savory)
- ☐ 1 six-foot table for beverages
- ☐ 1 eight-foot table for desserts

### On the sign-in table (all of these items live on the shelf at the back of the Vestry in a labeled basket):

- ☐ Nametags & markers
- ☐ Sign-in sheet & pens
- ☐ Notecards & pens (for writing down ingredients in dishes)
- ☐ Hand sanitizer
- ☐ Under the table: a small trash can for nametag backings

### On the entrees table:

- ☐ Put out compostable large plates, napkins, and cutlery (they live in the labeled closets at the back of the Vestry, near the center on the right)
- ☐ Put out metal serving utensils (they live near the compostable items)
- ☐ Put out the food brought by your committee members, with notecards listing ingredients

### On the beverages table:

- ☐ Put out the compostable cold cups
- ☐ Put out 2-3 pitchers full of tap water, with some ice
- ☐ Put out a bowl full of ice, with ice tongs

### On the desserts table:

\_\_ Put out compostable small plates and napkins

**Move two large compost barrels into the dining area**



### **During the Potluck - 6 pm**

- \_\_ Gather in a circle at 6:00. Welcome people and encourage them to sign in /name tag
- \_\_ Say a short grace or reading.
- \_\_ Have folks write down the ingredients of anything homemade
- \_\_ Notice people who are sitting or standing by themselves and try to help them connect with other people
- \_\_ At some point in the evening, make and write down a head count, in case not everyone signed in
- \_\_ Educate people that all of the eating supplies provided by First Parish are compostable and should be put in the compost barrels
- \_\_ Briefly share what committee is sponsoring the potluck- can bring brochures and handouts.

### **After the Potluck - 7:30 pm (or so)**

- \_\_ Collect all metal servingware, pitchers, and other non-compostables and hand-wash them in the kitchen.
- \_\_ **\*\*Please use both hot water and dishwashing detergent.\*\***
- \_\_ Put away unused plates, napkins, etc. (they live in the labeled closets at the back of the Vestry)
- \_\_ Put the used sign-in sheet(s) in the Worship Associates mailbox (near the reception area and the Parlor)
- \_\_ Put away the items on the sign-in table (they live in a basket in the Vestry closet)
- \_\_ Wipe down all the tables -- a paper towel and water is often enough, but use soap if something spilled
- \_\_ Put away the tables and chairs (they live in the Vestry closet)
- \_\_ Make sure that all trash, compostable, recycling, has been bagged and put in the white shed near the parking area (library side). Bags over kitchen sink.
- \_\_ Put trash bin and compostable barrels back to where they came from
- \_\_ Check the bathrooms and kitchen. Make sure that all water taps have been turned off
- \_\_ Check whether lights were turned on in the rooms that were used (kitchen, Vestry closet)
- \_\_ Close the door to the Courtyard and make sure it is locked and/or lock the main door near the offices
- \_\_ Do NOT set the alarm
- \_\_ Check from the outside that the main door is locked
- \_\_ Email **STAR@firstparish.info** with the head count for the evening, a list of any supplies that are running low, and any other information that might be helpful

**THANK YOU, THANK YOU, THANK YOU!!!**