



First Parish Fall 2024/Spring 2025 Potluck Host Checklist

Planning Ahead

- ___ Make plans for a couple members of your committee to bring one large vegetarian entree and one large salad of some kind (each for about 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 three people who will stay to the end and guide the clean-up process – they should be available to stay until at least 8:00 pm or until everything is put away.**
- ___ 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 a day or two before the event via FPConnectionboard (and remind about bringing own place settings). If you wait until the day of the event to post, those who receive the digest version, won't see it in time.



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 extra chairs within reach (the chair carts also live in the Vestry closet)

Set up five additional tables:

- ___ 1 six-foot table (white) for checking 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 check-in table (all items live on the shelf at the back of the Vestry in a labeled basket):

- ___ Nametags & markers – encourage people to use their permanent FP nametags (by the front door)
- ___ Notecards & pens (for writing down ingredients in dishes)
- ___ Hand sanitizer
- ___ Under the table: a small trash can for nametag backings (they're not recyclable)

On the entrees table:

- ___ Put out compostable (or reusable) 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 (or reusable) cold cups
- ___ Put out 2-3 pitchers full of tap water
- ___ Put out a bowl full of ice, with ice tongs

On the desserts table:

- ___ Put out compostable (or reusable) small plates and napkins

Move two large compost bins into the dining area



During the Potluck - 6 pm

- ___ Gather in a circle at 6:00. Welcome people and encourage them to wear a name tag
- ___ Say a short grace or reading. There are sample readings in the box which you can use.
- ___ Instruct people about which bins – compost or trash – to use
- ___ Have folks write down the ingredients of anything homemade
- ___ Notice people who are by themselves and try to help them connect with other people
- ___ At some point in the evening, **do a head count**
- ___ Briefly share what committee is sponsoring the potluck- can bring brochures and handouts.

After the Potluck - 7:30pm

Please do not start cleaning up earlier since stacking chairs and breaking down tables can feel like it's rushing people out, especially those who may have arrived late. (However, if you are using reusable plates etc, you can start running loads in the dishwasher earlier)

- ___ Collect all metal servingware, pitchers, and other non-compostables and hand-wash them in the kitchen.

- ___ ****Please use both hot water and dishwashing detergent.****

Dry and put away washed items (do not leave in drying rack)

Make sure kitchen is cleaned up, put away, and left the way you found it (hopefully clean!).

- ___ Put away unused plates, napkins, etc. (they live in the labeled closets at the back of the Vestry)
- ___ Put away the items on the sign-in table (they live in a basket in the Vestry closet)
- ___ Wipe down all tables - 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 appropriate barrels which will have already been set out (by the sexton) curbside for pick up early Thursday morning. "Curbside" is at the corner entering the FP Parking lot across from the library. Please note that the Compost bin goes in the curb side close to the white shed and not with the trash and recycling bins.

- ___ Put trash and compostable bins back to where they came from. Put fresh empty bags in bins - Bags are over kitchen sink
- ___ 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 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 lynnArosenbaum@gmail.com with the head count for the evening (if she is not present at the potluck) and a list of any supplies that are running low, and any other information that might be helpful