

From the Heart: Generous Fun Potluck

Table-Host Information and Responsibilities

Saturday, February 25, 5:00pm



THE BASICS

- ◆ **Pick a theme.** If you don't have a theme at sign-up, please contact a coordinator as soon as you decide. Please be mindful of cultural appropriation aspects as you plan.
- ◆ **Provide the main course** for your table.
- ◆ **Set the rest of the menu** for other folks to bring. Pass this info on to a coordinator as soon as soon as you have it, please.
 - ◆ This can include side dishes, desserts, beverages, etc. to go with your theme.
 - ◆ If you'd like, you can even suggest particular recipes.
- ◆ **Decorate.**
 - ◆ The church will be open all day on Friday and Saturday (February 24-25) for setup.
 - ◆ Get into the theme as much as possible. Have fun!
 - ◆ You have options!
 - ◆ Provide all of the decorations yourself.
 - ◆ Ask folks at your table to bring theme-matching items.
 - ◆ Provide some decorations and ask table guests to provide some.
 - ◆ If you need help with ideas, be sure to check in with an event coordinator or a fellow table host.
- ◆ **Account for the necessities:** utensils (individual and serving), dishes, glasses/cups, tablecloths, napkins, etc. *These come from home, not the church kitchen, and return home after the event.*
 - ◆ It's up to you whether you provide all or ask table guests to bring specific items of their own place setting.
 - ◆ The key is to make certain everyone has what they need for the meal.

MISCELLANEOUS

- ◆ **Hosts are *not* responsible for signing up people** for their table.
- ◆ **Themed costumes/accessories** are optional, but encouraged.
- ◆ **Tables will seat a maximum of seven people.** Use this as a guideline for food preparation. Please let a coordinator know how many are in the hosting party (including host, co-host, family members, etc.) as this number counts toward the "seven" limit.
- ◆ **Kitchen: light use *only!*** Warming food is fine, but cooking needs to be done at home. The kitchen must be spotless at the end of the evening (which will be easy, since it's light use only!).
- ◆ **If you are serving alcohol,** please make certain there is a non-alcoholic option.
- ◆ **Keep it green!** Avoid using plastic utensils, if possible.

If you have any questions or comments, please contact Judy Shaw (541-880-9576),
Kris Topaz (541-357-1857), or Janell Heidenreich (541-607-911).

Email: generosity@ueugene.org