

**HOW TO SET UP FOR A POTLUCK DINNER MEETING**

* Recruit people to set up tables and chairs and act as greeters.
* Recruit wine servers
* Recruit clean-up crew
* Bring wine from storage room (purchase more if needed)

**Setting Up the Room:**

* Turn on Dishwasher
* Turn up thermostat.
* Set up long tables (3 per row with room to walk between) and 6 chairs per table.
* Set up 2 long tables for potluck food in front of kitchen pass-through window.
* Set up one card table for dessert (next to the flag outside the coffee service window)
* Set up one card table under the small pass through near the kitchen coffee station (far right corner of the room next to the flag) with coffee cups and coffee condiments. Purchase Half&Half.
* Put cloths on tables (if desired). Cloths are in basement (key is top left kitchen drawer)
* Set a couple stacks of dessert plates on dessert table
* Set out one tray of wine glasses and corkscrew(s) on kitchen bar, set extra tray of wine glasses on back counter. Set out second tray with water glasses on kitchen bar
* Fill 4 pitchers with cold water and put in fridge
* Get nametags and donations container from A/V cabinet (right side, bottom)
* Set up one card table on wall next to coat rack; put out name tags so guests can find their own.

**At 5:30pm:**

* Turn ovens on to WARM; some guests will put their food in as they arrive. Set out potholders.
* Get 1 coffee pot ready and filled with DECAF grounds.
* Put desserts on the dessert table as they come in.
* Put water pitchers from fridge on kitchen bar, replacing as they get used.
* Put out half and half or creamer on coffee table. Plug one coffee maker in at 5:45 pm; start others as needed. Coffee can be poured into a carafe (located in the cabinet under the coffee makers).
* Set out potholders, serving spoons, tongs etc. on food table. Put out any food from the ovens.

**Clean-up after dinner:**

* Load dishes, glasses and serving utensils into Dishwasher. PLEASE read directions for use!
* Replace dishes in cupboards. If glasses are still wet, store them right side up in cupboard.
* Clean counters
* Empty refrigerator
* Sweep floors (members are always willing to help with final room clean-up)

Revised: Dec. 2022