

Sample Potluck Host Task List and Timeline

Contracts are signed with Rec Dept at the end of the year for the upcoming year. Space for each event has been reserved and paid for already. All current year events have been added to the website Events space but won't be visible until 6 - 8 weeks prior to each event.

It is up to individual host(s) if they want to ask members to pre-register online for the potluck in order to get an estimate of attendance - it's a great way to solicit for helpers too. If pre-registration is desired it's up to host(s) to notify Molly Clopp of their decision and include it in any article sent to Sue Wetzler for the Rossmoor News.

✓	Suggested Date	Task
	90 days prior	<ul style="list-style-type: none"> ● Check website Events Documentation to view Contract, confirm date, time & location and Club subsidy (if any). ● If you plan on needing a microphone and/or sound equipment for music, contact Rec Department (925-988-7781) to add to the contract. ● If you plan to hire kitchen help, do it!
	45 days prior	Write a <i>Save the Date</i> notice with time & location and send to Molly Clopp.
	30 days prior	<ul style="list-style-type: none"> ● Write an announcement describing the event and posting the food rotation schedule. In description, ask participants to bring their own dinnerware, silverware, drinkware unless you plan to provide compostables (check Storage Lockers before you purchase additional). ● Send to Molly Clopp.
		Solicit volunteers for name tag table, washing tables (if outside), set up, clean up (ask Molly to include on Registration form if using).
		Send newspaper announcement and send to Sue Wetzler.

	3 weeks prior	<p>Check Club lockers for:</p> <ul style="list-style-type: none"> ● extra plates, cups, silverware to bring to the event in case anyone forgets theirs; ● table numbers to call up to buffet; ● blank name tag labels and pens. Purchase if none available; ● signs to indicate Appetizer, Sides/Salads and Main Dishes serving tables. Create some if none available.
	10 days before	<p>Meet with Rec Dept and provide a room diagram for table setup (if inside event). Room diagrams are available on the Events Documentation page for each venue.</p>
	1 week prior	<p>Email reminders to helpers about task assignment and what time you need them to arrive.</p>
	DAY OF EVENT	<ul style="list-style-type: none"> ● Pick up materials from lockers. ● Wipe down outside tables. ● Set up serving tables and signs, name tag table(s). ● After event, make sure tables and area are cleared and clean. ● Take home any serving dishes left by mistake.
	Afterwards	<p>Return clean, unused materials to the Lockers</p>
		<ul style="list-style-type: none"> ● Fill out Non-catered Evaluation Form and include details about what did and didn't work. Submit to Molly Clopp. ● Submit any receipts to the Treasurer.