

Duties for an EPWC Culinary Arts Lunch Host

1. Select a month that you can host a luncheon and find a co-host if desired. This process normally happens at the last luncheon of the calendar year and Viki will create a calendar for the year with hosts/co-hosts and menu theme for each luncheon. The luncheon will be held in the home of the host.
2. Viki will send out an invitation to the group e-mail list 4-5 weeks prior to the date of the luncheon and get a list of people planning to attend and also start a waiting list if more people are interested. Viki provides the guests list to the host/hosts as soon as complete.
3. The host meets with the co-host about 4-5 weeks prior to the scheduled lunch and selects enough recipes to create a menu and to have one recipe for each expected guest. The host and co-host do not need to prepare food. Usually a maximum of 10 guests at each home plus a host and co-host. The host and co-host can determine what duties each of them will assume.
4. The host or co-host can scan or copy the recipes and get them to Viki for assignment to the guests. Viki will inform the guests of their recipe assignment and other details about the luncheon. Viki will also provide a list of the guests with recipe assignments to the host and co-host.
5. On the day of the lunch, have a table or tables set up to seat the number of people expected. Review the menu items to determine what type of dishes you will need (usually dinner plates, small soup bowls, usual array of flatware, small plates and forks for appetizers and dessert). It is fine to use disposable small plates and forks both for appetizers and dessert to cut down on washing dishes. Dinner napkins on the table are good and small napkins for appetizers and dessert. Viki has 20 clear glass dinner plates and salad size plates that are available to borrow and also 24 small white soup/dessert bowls that can also be borrowed.
6. The hosts generally provide water and a punch-like beverage that matches the menu and decaf coffee/tea for serving with dessert. It is fine to have one of the assigned recipes be a beverage if that works with your menu. It is acceptable for guests to bring wine if they would like. Having glasses or small plastic cups works for serving. There are not usually many coffee drinkers, so a few coffee cups are fine.
7. Viki will send an e-mail to the hosts with a file displaying the menu that you can print and have a copy available for people to look at.
8. As guests arrive, greet them and get their food taken care of. We usually spend about 30 minutes chatting and enjoying appetizers and then begin serving the other courses. It is up to you how you want to serve the dishes, but it works well to do soup first, salads next, entrees and sides next and finish with dessert. You need to let the guests know when their dish needs to be ready to serve so they can complete last minute preparation. Some people will need to do some last minute cooking, so plan that into the timing.
9. As everyone is seated, the host can give a little background on the menu theme, if they want to. As each dish is served, the guest who prepared the dish talks about any details of preparing it that they want to highlight (weird ingredients, unusual preparation method, etc.). Be sure that everyone has the opportunity to talk. The people who do appetizers can talk while you are eating the appetizers.

10. Everyone can help with picking up and cleaning dishes. People will pack up their dishes and get ready to head home. Many people will carpool.
11. Now you can breathe and look forward to enjoying one of the lunches at somebody else's home the next time. Thank you so much.