

Guidelines for Hosting an EPWC Ladies' 313 Potluck Card Game

1. Inform the group coordinator of the month that you are available to host and how many guests you can accommodate. Also note what table arrangements you want the table rotation set up for (example: 4 tables of 4, 3 tables of 4 and 1 table of six, etc).
2. Receive a list of scheduled guests from the group coordinator at least one week before the party is scheduled. The group coordinator sends out the initial e-mail invitation to the group list to determine who wants to attend.
3. The host coordinates a potluck menu and e-mails the guests in the group one week prior to the party requesting that they sign up for a potluck menu item. In the same e-mail, she reminds people to bring \$5.25 for the card game and their own alcoholic beverages if desired. She also requests that the guest providing the appetizer arrive about 10 minutes early to get it set up. When all of the menu items have been volunteered for, the group coordinator informs the other guests that they will be bringing a \$10 donation for the EP Food Project in lieu of a potluck item. The hostess does not provide food, but all guests including the group coordinator bring food or a monetary donation.
4. Contact one of your guests prior to the party and ask that they assist you with handing out name tags and collecting money for the food project.
5. Set up tables and chairs as indicated for the expected group. Have cards, shufflers, table numbers, pencils and score sheets available for each table. The host makes copies of the scorecards for the group (black and white copies are fine).
6. Receive the table rotation chart from the group coordinator by e-mail on the day of the party and have a few copies available for guests to refer to.
7. Have paper appetizer, dinner and dessert plates, napkins, cups/glasses and flatware available for all guests for the potluck dinner. Also have water and some other non-alcoholic beverage available for guests.
8. Greet guests and have your "helper" hand out name tags and collect Food Project money. The money is put in an envelope and left with the hostess.
9. Allow about 30-60 minutes for guests to socialize and enjoy appetizers.
10. Have dinner served between 6:30-7:00 pm.
11. Begin the card game when food is cleared away and guests are ready to begin.
12. Have the one guest collect the score sheets and determine winners based on lowest scores. Divide the money up among the winners as indicated on the table rotation sheet. Announce the winners and distribute the prize money.
13. Serve dessert.

14. Pack up all of the cards, name tags, shufflers, pencils and table numbers in the supply bags. Send the supply bags home with the guest who is hosting the following month if they are present.
15. During the next week, get the Food Bank money to Wyn Lewis either with a check in the mail or dropping the cash at her home. Her address is: 222 Sandpines.
16. Thanks for hosting.