

## **Guidelines for Epicurean Potluck Luncheons**

These are only guidelines to help our potluck luncheons run smoother.

### **When Luncheons take place:**

1. Epicureans will meet on the 3rd Wednesday of the months of Jan., Mar., May, July, Sept, and Nov.
2. EPWC luncheons are the opposite months.
3. We start at 12:00pm.

### **Hostess Responsibilities:**

1. Doesn't need to prepare a dish. It's a potluck and you are providing your home.
2. Let the Chair (Sharyn Close and/or Kathy Lystra) know how many people you can accommodate and if you want to do a theme.
3. Please do not add people to your party. Instead, direct all calls to Sharyn (826-4891) or Kathy (879-0422). We will attempt to set up a second luncheon on the same day rather than have a waiting list.
4. You are in charge of the menu, making sure there is enough variety, quantity, and who brings what. Ask guests to be specific as to which type of food they are bringing to avoid duplication. If you determine that there will be enough food, without everyone bringing a dish, additional guests will bring \$10 or canned goods of equal value.. These will be collected by the co-chairs (Sharyn and Kathy) and donated to a worthy cause once a year (TBD)
5. Supplies all paper plates, plastic ware, cups, and napkins for appetizer, lunch, and dessert.
6. Supplies water, tea, coffee, and/or sodas. We will not have alcohol at the luncheons.
7. Sets up tables and chairs and have a garbage can visible so everyone can "do their own dishes".
8. If possible, you will want the food setup like a buffet line with a starting point.
9. Send an e-mail reminder about a week before the potluck with date, time, place, dish they are bringing.
10. Sharyn and Kathy will keep in contact with you as to who is coming to your party.
11. Relax and enjoy a wonderful afternoon.

**Guest Responsibilities:**

1. If you want to attend a potluck, you can sign up at the planning meetings (held twice a year), the luncheon, or call Sharyn Close 826-4891 or Kathy Lystra 879-0422 to get added to the list.
2. If you are bringing an appetizer, PLEASE don't be late. All potlucks start at 12:00pm
3. You are in charge of your dish. Take it to your car when we are done with it. It's not up to the hostess to wash it.
4. Bring \$10 if you are not preparing a dish. The Chairs (Sharyn Close or Kathy Lystra) will collect the money to be put aside for charity. There are 6 potlucks per year. Guests will qualify only once a year for the charitable contribution. This way we won't have the same ones doing the cooking.
5. Ask Sharyn Close 826-4891 or Kathy Lystra 879-0422 to volunteer your home for a future potluck luncheon.
6. Have a great afternoon.

**Chair Responsibilities:**

1. Take pictures or delegate someone to take pictures.
2. Write blurb for website within 5 days of the event, or you can delegate someone else to write it.
3. Keep records of money collected at each luncheon for charitable contribution.

***Updated: 3/20/10***