

EAGLE POINT WOMENS CLUB
COUPLES 3-13 POTLUCK GUIDELINES 2024

A little background info:

Couples 3-13 has been an activity group of the Eagle Point Women's Club since 2006. It is one of the activity groups that the spouses/partners participate in the EPWC. As of January 2024, there are 28 couples that make up the Couples 3-13 group, plus an additional 2 couples who are on the "wait list."

Couples over the age of 80 are not required to host, but all others are expected to take their turn hosting.

The group meets every 3rd Saturday of the month from January through November during the calendar year at 6:00 pm. Social time occurs first (drinks and appetizers), for approximately 45 minutes to an hour, dinner, the card game and finally dessert and prizes/announcements. Most parties are wrapped up by 9:30 pm, but there are no time restrictions.

A member has to host only once each year. She and her spouse/partner will then be on the automatic list (they are the first people to be invited each month) for the entire year. After the automatic list is exhausted, then those members who aren't signed up to host are invited, then the wait list. Depending on the size of the hosts' homes, typically hosting a minimum of 6 couples (14 people including the host couple) up to 9 couples (20 people) is preferred.

A committee has been formed to organize the 3-13 pot luck parties.

Susan Smith	541-941-3366	Attendance Coordinator
Sandi Smith	951-743-1661	Hostess Scheduler
Diane Sproat	530-949-2615	Party Hostess Support
Joyce Lingren	949-370-1035	Supply Bag Organizer
Betsy Hase	541-941-6895	Editing and Printing Forms

COMMITTEE RESPONSIBILITIES:

There is a current list of members and their spouses/partners that is maintained by the attendance coordinator. In October of each year, the Committee will send an e-mail to all the ladies on the group list to request which month (giving a 1st, 2nd & 3rd preference) they would like to host in the upcoming year. As responses are received, they are put in numerical order and those ladies who sign up to host are placed on the “automatic” list; they will be automatically invited to a party each month. If all the months are not filled, the Committee will then contact the other members of the group requesting they volunteer to host a month.

Procedure for drawing names each month: Names are drawn from a hat/bag with the names of the couples from the automatic list until all the spaces at each home for that month are filled. The remaining names will be set aside and drawn from if cancellations occur. The Committee will send an e-mail to the initial group of names drawn advising them which home they are invited to, and asking for a response of YES or NO (they will or will not be attending). Once all replies are received, additional names are drawn until each home has reached their maximum attendance number. At this point the Committee will contact each hostess with their list of guests. Should a guest need to cancel prior to the parties, they need to advise the Committee who will then attempt to get another couple to attend and notify the Hostess.

Once all the slots are filled at each party and the host has taken care of the menu plan for her home, she can prepare the 3-13 card game rotation sheet using the template provided by the committee.

Should a host need to cancel during the year, the Attendance Coordinator may attempt to do a “trade” with another host for another month that may work. If no host is available for a trade, the Attendance Coordinator will contact the other members of the group who are not scheduled to host to ask if they are willing to volunteer and host. Should there be no one available to host, there may only be one or two parties for that month, or if no hostesses are available, the entire month may be skipped or “dark”.

HOSTESS RESPONSIBILITIES:

Before your party

Someone from the Committee will contact you prior to sending out each month's email invitation to confirm how many couples you can accommodate in your home. Once she receives that information, e-mails will be sent to the group members and once all replies are received, she will advise you of your guest list. Please do not add people to your party at any time. Instead, direct all calls/messages to the Attendance Coordinator; this will avoid any confusion or hurt feelings.

Once you receive your guest list (usually a week or two prior to your party), send an e-mail to your guests welcoming them to your home on the assigned date and let them know how many potluck dishes will be needed for dinner, a menu theme if you have one and how many people will be attending the party so they can prepare the correct number of servings. Do not accept any potluck sign ups from your guests prior to sending your potluck e-mail out. Accepting sign ups early is unfair to all your other guests.

You manage the menu, making sure there is enough variety, quantity and who brings what. Themes are not necessary but can be fun to do. Please to do not ask for specific dishes, after all this is a POT LUCK.

Here are suggestions for the number of people at your party. To keep things simple, we usually eat at the same tables used to play cards at. Remember, as host, you do not need to provide a dish as you are providing the venue. You will supply paper/plastic dishes, serving utensils, eating utensils, paper cups/glasses and napkins for appetizer, dinner and dessert. Also supply water, lemonade, iced tea, soda or water and additionally coffee during dessert. Do not supply alcohol as guests bring their own if they want to drink some.

12 people	14 people	16 people	18 people	20 people
1 appetizer	1 appetizer	1 appetizer	1 appetizer	2 appetizers
1 salad or side	1 salad	1 salad	1 salad	1 salad
2 main dishes	1 side	1 side	1 side	1 side
1 dessert	2 main dishes	2 main dishes	3 main dishes	3 main dishes
	1 dessert	2 desserts	2 desserts	2 desserts

Hopefully you will hear from your guests very shortly after sending your requests. Should there be duplicates, let the second person know you already have that item and ask that they bring whatever item that is still needed. Once the menu has been complete, send a follow up email to your guests with additional information (such as who is bringing what dish, address and directions to your home, your contact information, remind each person to bring \$5 for the 3-13 card game and that they need to bring their own adult beverage (i.e., wine, beer, etc) should they wish to indulge.

There are 3 complete sets of Party Bags that include all the supplies needed for each party. You should have been given your bags at the prior month's party; otherwise the Committee will get the bags to you prior to your party. The Committee contact will also let you know who at your party you will pass the bags along to for the next month. The supplies include name tags, badge holders, hand sanitizers, playing cards, score sheets, pencils, table numbers and card shufflers. Please make sure the name tags and other supplies don't get lost or damaged as they are pricey to replace.

There is a bag with the badge holders and names for each attendee in the Couples 3-13 group. Make sure the correct name tags for your party's attendees are in each badge holder. All name tags of those not attending your home should be in the plastic tag box in alphabetical order, by the women's last name. The complete list of names is in the box.

***** Prior to your party*****

There will be a manila envelope with your month written on it included in one of the party bags you receive.

The rotation instructions for 3 tables or 4 tables are included. You will need to fill that out with the names of the guests at your party . Included will be 20 score cards and an envelope for your guests to sign in and place \$5 per person for the card game. Guests need to pay the \$5 and sign in on the envelope before getting their name tags.

The score card “original” is also in the supply bag so should you not have enough score cards, you can print more. The score cards and rules come 4 to a sheet; print the score cards double sided (back-to-back) and cut them into 4ths.

Setting up your tables: 3-13 is an individual card game, no one partners up. Everyone’s odds of winning are equal when there are the same numbers of people at each table. If possible, 2 tables of 5 people work better than one table of 4 and one table of 6, but work with the furniture and space you have.

Have a trash can visible so everyone can “do their own dishes.”

Try to set up the appetizers and bar in a separate area from the dinner/dessert area to avoid congestion. Also, you will want the dinner food set up like a buffet line with a starting point.

Ask the first guest to arrive at your home to help with collecting money and passing out name tags once the couple has paid. Also, ask them to collect nametags at the end of the evening

Please take some photos at your party to be emailed to Viki Brown for the website. Group shots work best, especially try to get a group shot of the winners/loser. If you cannot personally take photos, ask one of your guests to. One of two photos is sufficient and make sure they are JPEG format (no “live” or video formats).

*****Collect supplies for the next party; make sure all supplies are packed up as you found them, in good condition and ready to go to the next host.**

***** After your party**

Please record the names and scores of the money winners, the Highest Scorer and the Biggest Loser. E-mail all this information to Viki Brown, the Website Coordinator, along with photos, as soon as possible after your party.

Should any of your guests leave something behind, take a photo of it and email it to your guests asking if the item belongs to them and return it if possible.

Sample of Initial Email to Guests (feel free to use your own words)

Hello,

We look forward to welcoming you all to our home Saturday June 16th at 6pm for an evening of fun.

There will be 12 of us. Let's make it a summer theme. Bring your favorite summer dish.

We will need: 1 appetizer, 1 salad or side, 2 main dishes and 1 dessert.

When you reply with the dish you plan to bring, please "reply to all". If you already know what dish, i.e., green salad or corn on the cob or barbeque chicken, please let us all know. That helps others to decide what to bring. After I hear from everyone, I'll send another email with more detailed information, and directions to our house.

SAMPLE email to send your guests a couple of days before your party. Please feel free to use your own words & information...

Hi Everyone,

I am so looking forward to this Saturday night, October 21st. There will be 16 of us playing at 4 tables of 4 each. Here is a run-down of our dinner menu:

Appetizers: Jane, needs to serve 16; Please arrive at 5:45 PM to set up.

Side: Betty to serve 16

Salad: Linda to serve 16

Main Dish: Ann, and Mary each need to serve 8;

Dessert: Amy and Sue each need to serve 8.

If anyone will need my oven let me know and I'll have it pre-heated. If you want alcohol, bring what you'd like. I'll have coffee, tea, water, and soda.

Don't forget your money for the card game (\$5.00 per person).

We are at 123 Main Street in EP. If you're coming from Alta Vista on Robert Trent, turn right on Main. If you're coming from Stevens on Robert Trent Blvd, turn left on Main.

Try to arrive at 6:00 PM and we'll eat at 7:00 PM. Looking forward to it!

Hostess Name and phone number

GUEST RESPONSIBILITIES:

Respond to all e-mails as quickly as possible. It really helps in planning.

If something comes up and you cannot attend a party that you committed to, please let the Attendance Coordinator know as soon as possible. Should you cancel at the last minute (day of the party) and a replacement cannot be found, you are still responsible to provide your dish to the host home; store-bought is okay.

If after you have committed to attend and your spouse/partner cannot attend, let the host know so she can contact the next couple on the automatic list. After all the names from the automatic list are called and there is still room, you may come but you do need a "date".

About a week before the party, the host will e-mail you regarding menu items. When you reply, please "reply to all" so the other guests can see what you've volunteered to bring. Do not call the host before this email to volunteer what dish you want to bring. There are a lot of cancellations and accepting dishes early is unfair to the guest replacing a cancelled couple.

If you are bringing the appetizer, please arrive 15 minutes early. All parties start at 6:00 p.m., so it would be nice if the appetizer is there by the time everyone arrives.

If you are the first guest to arrive, please volunteer to collect the \$10 from each couple, and then give them their name tags.

Bring your dish already prepared and/or cooked. The hosts' oven can be used to keep your dish warm.

You are in charge of your dish. Please gather your items and put it aside or take to your car. It is not the hosts' responsibility to clean it.

- **If you cannot come, you are still responsible for your dish.**

Bring your \$5 per person to play the 3-13 card game. \$1s, \$5s and \$10s are appreciated. Once a year or as needed, you will be asked for a donation to help cover the cost of supplies purchased. There is cost associated with the name tags, score sheets, shufflers and batteries. All groups in the EPWC are self-sufficient; the club does not reimburse a group for supplies.

Please use the hand sanitizers. We've all been through the pandemic, and we don't want to spread germs; plus, it helps keep the playing cards from getting sticky!

Visit, eat, drink, laugh and enjoy your evening!

