

Instructions for Chairman of a Parish Potluck

Check the hall for the following supplies:

- coffee (kept in the fridge)
- instant Lemon-aid (stored above the little coffee makers)
- butter packages (stored in the fridge)
- napkins, cups, paper plates, juice cups (stored in the cupboard under the little coffee makers)

Charge all items to Holy Rosary Altar Society. Give receipt to Hope Coleman or put in envelope in the hall. *Be sure to sign the receipt!*

Organize people from your circle to help set up, serve and clean up. It works best if you have about 4-5 people helping.

If serving soup and sandwiches: 8 crocks (large pots) or two large roasters and 7 dozen sandwiches.

Decide in your group if you want to decorate according to the theme.

DAY OF POTLUCK:

- ___ Set heat/air conditioner at a comfortable temperature.
- ___ Large Coffee pots should be started at least 1 ½ hours before.
- ___ Set salt and pepper shakers on each table
- ___ Put small bowls of butter cubes on tables
- ___ Put out fork and knives holder, filled, at the end of the serving table
- ___ Put out paper plates and napkins
- ___ Set ovens at 350 degrees, if people bring food that needs to be heated in the oven
- ___ Salads should be placed in the fridge as they arrive

WHEN FAMILIES START ARRIVING:

- ___ Move food to the serving table
- ___ Place small table out to hold coffee, lemon aide and cups. You need one person to serve as people walk through.
- ___ When everyone is seated, fill carafes with coffee (stored under the counter, next to the sink in the kitchen) and place on tables.

CLEANUP:

- ___ Wash dishes
- ___ Wipe off tables and leave up.
- ___ Take garbage out
- ___ Sweep and mop floor in Kitchen
- ___ Sweep floor in Common area
- ___ If soup and sandwiches; 8 crocks (large pots) or two large roasters.

ALTAR SOCIETY EVENT REPORT (filled out after each event)

Name/Date of Event: _____

Name of Circle in Charge: _____

Estimated # of people served: _____

Names who brought bars:

Who brought salads:

Who served and /or set up:

Who cleaned up:

of roasters of scalloped potatoes (if applicable): _____

Any other information you wish to include?

