

SUPPER COORDINATOR CHECKLIST

Please be sure to make enough food for 22-23 people.

BEFORE YOU ARRIVE:

- _____ Decide on menu (see MENU GUIDELINES).**
- _____ Purchase groceries (Donation to IHN---you can keep your receipts for your taxes)**
- _____ WE TRY TO ENCOURAGE DISCUSSION DURING SUPPER. Try to come with a couple open ended questions or an anecdote to get discussion moving. Please use your time to interact with the guests....during and after the meal.**

ARRIVAL:

- _____ Arrive at 5:00 PM or earlier.**
- _____ Sign in and wear a nametag. (In Storage Room in lower level)**
- _____ Look over the log to see if there is anything you need to know about the guests**

SUPPER:

- _____ Prepare your meal at home or prepare it at First Unitarian in the kitchen.**
- _____ Set the table using the church dishes, napkins, pitcher of ice water and milk. Coffee or tea can be available with dessert. YOU DO NOT NEED TO BRING THESE ITEMS.**
- _____ At 6:15 PM gather everyone together in the Dining Room. Introduce yourself to our guests. You can invite guests to help you "set the mood for supper" with a reading, a blessing, a grace, a song. You can encourage everyone to hold hands in a circle or just stand or sit. You can also invite guests to offer their words if they would like to. Or, you can just have everyone observe a moment of silence and appreciation for life.**
- _____ Use your own choice concerning serving method: buffet or family style.**
- _____ Supper Coordinators eat WITH our guests.**
- _____ Encourage a relaxing and leisurely supper.**

AFTER SUPPER:

- _____ Clean up with the help of guests. The Guest Chore Poster will be on the wall in the Ellen Hall Room.**
- _____ At 6:45 PM the Evening Host will arrive to supervise the lunch preparation. This will happen while you are doing cleanup.**

LEFTOVER FOOD: VERY IMPORTANT--- Please do not leave any leftover food at the church. Here are the choices:
1. Take it home. 2. Give it to one of the other volunteers to take home. 3. Send it to the Day Center with the guests for the next day ---to supplement their lunches.

BEFORE YOU LEAVE:

_____ Write some comments in the log. If any additional volunteers helped you with the meal, please list them(In Storage Room on lower level.)

ON YOUR WAY HOME:

_____ Breathe deeply. Relax. Know that you are much appreciated. THANKS! NOTE: DISCIPLINE IS THE RESPONSIBILITY OF THE PARENTS.