

HOST DUTIES:

- Determine a theme (if any) and what you will provide for main course
- Set up buffet-style serving areas for food & drink. You may choose to set up card tables &/or use table cloths, candles etc but otherwise Do NOT set tables.
- Provide napkins, condiments, drinking water, tea, decaf coffee (and have a few dishes, glasses etc available in case someone forgets – paper/plastic OK)
- Contact coordinator RE sending out directions and other event info such as:
 - Main course you will provide & any other special items (if any).
 - What you'd like guests to bring according to your format or theme
 - If they should call to discuss what they're bringing (you may elect to trust in fate)
 - Special items you want them to bring such as lawn chairs (or darts, swim suits)
 - What guests should NOT bring e.g. Items you will be providing or Items you cannot accommodate e.g. limited oven space, no microwave
 - Parking or any other special considerations or constraints RE your property