

HOSTESS INSTRUCTIONS

Hospitality Hostesses are listed for each monthly meeting below, and each member will be obligated to participate. The first person (**see red ***) is the Chair, and has responsibility for calling each Hostess assigned to coordinate food and supplies needed. Hot foods are discouraged unless you bring your own crockpot or hot plate (no open flames are allowed [sterno or candles]). Hostesses provide the food, set up the refreshments, and clean up after Hospitality. There is a coffee maker and cold drink dispensers on site. The club furnishes the coffee. Sugar and sweetener are on site. Hostesses must provide coffee, half & half and ice. Ice bucket and tongs are on site. **Reminder: Hostesses need to take the garbage to the dumpster after the meeting.**

Checklist for monthly Hostess duties:

1. Food and drinks for approximately 35 - 40 people.
2. Ice and half & half for Coffee. Bottles of soda are discouraged.
3. Serving Utensils.
4. Decor (tablecloth, centerpiece, etc.).
5. Roll of paper towels.
6. Saranwrap, foil, etc. for leftovers.
7. Plastic eating utensils are on site.

Rio Lindo meetings begin at 1 PM, with a program until 2 PM. Hostesses will step out of the program a few minutes before 2 PM to prepare the table. Hospitality is 30 minutes long during which raffle tickets will be sold, followed by the Business Meeting, at which time Hostesses will clean up.

Thank you to all of our Hostesses!

Any questions, contact Linda Giddens, lindagiddens@gmail.com.