

# Community Dinner Check List

Group Hosting the Dinner \_\_\_\_\_

Date of Dinner \_\_\_\_\_

Location: \_\_\_\_\_ Old First (Van Ness & Sacramento)  
\_\_\_\_\_ St. Luke's (Van Ness & Clay)  
\_\_\_\_\_ Other

Contact Person \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

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Is your group preparing the meal?

\_\_\_\_\_ No, we have talked to you and: \_\_\_\_\_ is supplying the food.

\_\_\_\_\_ Yes and we will:

- \_\_\_\_\_ Use the churches facilities to cook
- \_\_\_\_\_ Bring pre-prepared food to be heated at the church
- \_\_\_\_\_ Have the food catered

*We will serve:*

Main Dish \_\_\_\_\_

Side Dish \_\_\_\_\_

Dessert \_\_\_\_\_

Other \_\_\_\_\_

Is there a vegetarian alternative?

\_\_\_\_\_ Yes it is \_\_\_\_\_

\_\_\_\_\_ No

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## Volunteers

Pre-dinner work: cooking, set-up of the social hall, setting tables, etc.

The number of volunteers you need will vary based on what food you are serving.

About 5 people are needed to set up the space for dinner. 4:00-5:30

(those cooking may need to start earlier)

\_\_\_\_\_  
\_\_\_\_\_

Serving: plating food, filling drinks, serving, doing dishes, getting dessert ready, warming food, etc.

15-25 people are needed. 4:30-7:00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Clean-up: mopping floor, putting chairs and tables away, cleaning tables, doing dishes, cleaning the bathroom, etc. 3-5 people are needed 6:30-Done
