

# THE POTLUCK HOSTS GUIDE

- Pick a date, theme and complete a card for the potluck announcement board
- Hosts should notify the social chair of the details of the event so they can be put in the newsletter.
- Social hour begins at 5:30 or 6:30 pm depending on the time of the season – remember the county rules regarding alcohol.
- Dinner is usually set out 30 minutes after the social hour begins.
- CLSC provides up to \$50.00 for each potluck which may be spend on food and/or décor – you decide. Turn in receipts to social chair for reimbursement.
- Hosts are not responsible for stocking paper products. Check with clubhouse committee if you need these items.
- Arrive a little early to setup and open the clubhouse.
- Encourage members to wear nametags.
- Houses are responsible for cleanup and closing up the clubhouse.
- Clubhouse trunk and storeroom has lots of decorations from past events. If you purchase new ones – Add to them.
- Hosting = Work Hours, so log your hours.

Have Fun.

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## **Some past event themes:**

Caribbean	Mardi Gras
Cook Offs	Jimmy Buffet
Hawaiian	Cajun
International	Mexican
Italian	Patriotic
Christmas in July	Western