

EVENT / ACTIVITY: Kiwanis Club Potluck Dinners

POC: Varies

CONTACT INFO:

Phone

Email

WHEN OCCURS: 3-4 per year, held in Town Hall

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Event –
 - Reserve building by contacting Paul Loveless, Town Administrator (10 min)
 - Publicize dinner to club members. Emphasize that the meal is potluck.
 - Coordinate with web manager for RSVP form on web site.
 - Arrange for coffee, soda and water. Need wine openers and plastic wine glasses for this who bring bottles of wine
 - Arrange for early building access
 - Work with decoration team if needed
 - Confirm any program and see if sound system is needed
- Day of the Event
 - Have set up team arrive 2-3 hours before event to set tables and chairs and allow time for decorations. (need 3-4 volunteers and some decorators)
 - Arrange to get tablecloths from storage area under Town Hall.
 - Encourage attendees to assist with take down and clean up

PROCEDURES:

- Contact Paul Loveless to reserve Town Hall and arrange for access. Email is paul.loveless@ci.steilacoom.wa.us. Phone is 253-581-1912
- Have club president announce dinner at the club weekly meetings each week for one month before the event.
- Arrange for drink station with Mike Henderson. Email is myloj1967@comcast.net Phone number is 253-584-7284. Remind him to bring wine openers from WineFest supply. Also need plastic wine glasses.
- Bring Kiwanis gear to include bell, gavel, sign-in sheet, name tags, cash box for donations.
- Request volunteers to assist with set up one week before the event. Dick Muri will usually head this group. Email is dick@dickmuri.com Phone is 253-439-9797 (he does prefer text messaging). Ensure set up has been completed with enough time for decorations, if needed.
- Help decoration team, if required.
- Ensure any program needs (sound system, piano) are in place for entertainers.
- Upon completion of the dinner, work with members to take down and clean hall.

- Remind anyone who has made purchases for the dinner to submit receipts to club treasurer for reimbursement.