

# **RNQG Hospitality Requirements**

## **PLANNING**

### Assign Members to bring food to guild meetings

- All board members are required to bring a food item to the September meeting only.
- Associate Members are not required to bring any food.
- Divide the number of meetings scheduled for food during the year by the number of Registered Members (not including Board Members) to determine how many Members will be required to bring food to each meeting and assign the appropriate number of Registered Members to a specific meeting during the year.
- Post the yearly assignments/schedule on the hospitality table for all Members to see.

### Notify Members of their assignments

One week prior to each meeting send an email (or other appropriate notice) to Members, reminding them of their assignment.

### Purchase supplies

Purchase the following supplies before each monthly meeting:

- 3 2-liter bottles of beverages
- 2 1 gallon bottles of water
- 1 16 oz. half and half
- 1 16 oz. chug of milk

## **EXECUTION**

### Set-up on meeting night

- Arrive 45 minutes early to set-up before the meeting begins.
- Bring hospitality supplies (stored upstairs in the blue bins) downstairs using the recycle shopping bags.
- Cover three tables with tablecloths.
- Fill coffee pot with bottled water (full pot), measure grounds and turn on.
- Once coffee is ready, fill tea pot with 15-20 cups of bottled water and turn on.
- Fill ice bowl from the ice machine located at the front of the hall.
- Display food on table as Members bring in their assigned items.
- Monitor tables for spills, remove empty plates and replenish coffee/tea as necessary.

### Clean-up after meeting

- Begin clean-up at approximately 8:45pm.
- Place all trash in barrels provided by the facility
- Wash coffee maker in bathroom, and rinse with the leftover hot water from tea pot.

### Check supplies for next month

- Check supplies of napkins, hot and cold cups, small paper plates, coffee, tea and sugar, to ensure that there will be enough for the next meeting.
- Purchase additional supplies as necessary.

## **SPECIAL EVENT**

### Pot Luck Dinner

- Determine supplies needed for dinner (10" plates, napkins, plasticware and cups).
- Use 4 long tables for food and 8 – 10 round tables for members (colors to be decided).
- See membership for members that signed up to help.
- Arrive one hour before to set up.

Use RNQG Reimbursement Form and submit to Treasurer for all expenses paid.  
Pot Luck Dinner expenses need to be submitted ASAP to close out the year.