

How to organize a potluck dinner for CUCC.

1. Whatever committee is sponsoring it will establish a date that doesn't conflict with anything else.
2. At least 4 weeks before the potluck, begin advertising it. See "Publicity options" under "Resources" on CUCC website.
3. Contact Forum to see if they can switch to a different room for the Sunday of the potluck. If so, the setup can be done Sunday morning, or even Saturday. If not, setup must be done at 10:15 Sunday morning.
4. Recruit people to do the following:
 - Set up tables, chairs, tablecloths, dishes, napkins, eating utensils, salt + pepper, any other condiments needed, things to go on table. (2-3 people with strong backs; if none of them knows what to do, recruit someone who's been around for years to supervise them) Get someone to do decorations if that's part of the plan. Tablecloths are a possibility, but the only ones at church are the plastic, flannel-backed ones and the white/cream ones. In 2010, these people brought international tablecloths: Lena G. (Peru), Edith (India), Marge (Afghanistan), Joan Mc (Egypt), Margaret O (Central America), Jane Smith (from where?),
 - Organize drinks and set them up on a table by 11:45. (one person). Usually coffee, water, lemonade from mix.
 - Be in the kitchen Sunday morning by about 10 to gather food as it is brought, get instructions on it, and to leave worship early to be sure all food is set out by 11:45. (2 or 3 people)
 - Clean up after the potluck. This means making a plan for where people should take dishes, glasses, utensils, and napkins, and staying until the last garbage bag has been disposed of. (3 or more people) Directions for cleaning up are posted in the kitchen, next to the sink.
 - Wash napkins. Jane Smith is often willing to do it.
5. Email all these people a few days before the potluck to remind them what they said they'd do and give any final details needed.
6. At the potluck. At some point get Steve (or someone else) to say a blessing. Steve doesn't get in there until quite late because he's talking to people in the narthex. . To have grace said earlier, we could get someone else. Often UCC resources will have worship resources for special occasions, which might include a useful prayer.
7. A few minutes after the last person in line is seated with food, get everyone's attention and publicly thank all those who worked on the potluck. And announce cleanup plans -- where to put plates, cups, utensils, etc. And announce that we'll need people to help put tables and chairs away and sweep the floor as well. Generally, if this announcement is made, people do this willingly without being lined up ahead of time.