

Hosting a Unit 48 Meet Your Neighbor Event at the HOA1 Activity Center

3 to 6 months ahead

- ✓ Set date
 - check with Social Committee to see that no other events are planned
 - give several possible dates to Logistics person (JoAnn Weston), who will check availability. Dates fill up far in advance.
- ✓ Decide on the time of day you want, for example a brunch or evening event

2 months ahead

- ✓ Decide on theme, if any
- ✓ Decide on type of food, for example
 - heavy appetizers and desserts
 - soups and salads
 - appetizers, salads, entrees and desserts
- ✓ Work with Publicity person (Karen Brooks) to create a flyer listing date, time, hosts, what you want people to bring, RSVP information and deadline

1 month ahead

- ✓ Flyer could go out
- ✓ Decide on decorations
- ✓ A check for \$75 for room should be made out to HOA1 Activity Center and given to Logistics person

2 weeks ahead

- ✓ Send out reminder flyer
- ✓ Check on supplies the Unit provides and arrange to pick them up from storage (Brenda Somers has these)

1 week ahead

- ✓ Give RSVP count to Logistics person. She will add to this number for late responders.
- ✓ Also let her know how you would like tables arranged, especially serving tables. Decide where you would like desserts, drinks, etc.

Day of event

- ✓ Arrive early with a few helpers to set up. We usually have access 1 hour before event start time.
- ✓ Arrange tablecloths and table decorations
- ✓ Decide where various foods will go, how serving line will be arranged
- ✓ Put out ice in tubs for soft drinks
- ✓ Set out paper products
- ✓ Make coffee, if desired

- ✓ Have helpers greet people who come in with food and help them place it on designated tables

After the event is over

- ✓ Remove and throw out tablecloths, etc.
- ✓ Put trash in trash bags
- ✓ Clean up kitchen
- ✓ No need to stack chairs, etc. – leave as is

Hosts Provide the Following:

- Soft drinks (3 2-liter bottles or about a dozen cans, mostly diet)
- We've stopped buying water in bottles. Pitchers for water are available with Unit supplies
- Ice – about 3 bags, depending on the event and the season
- Tablecloths, if desired—usually 14 plastic tablecloths will cover both serving tables and dining tables. We cut some in half for small tables.
- Table decorations, if desired
- Coffee, creamer, sugar, if desired (These may be available in Unit supplies.)

Unit Supplies

- Plates, dessert plates, silverware, napkins, glasses, cups
- Salt and pepper
- Serving spoons
- Water pitchers
- Large tubs to chill soft drinks and wine

Thank you for hosting!