

So Your Group is Hosting Centers Night!

Here are 22 things you need to know

Host group should provide desserts and snacks, and make sure there is fresh milk in the fridge. Your group should arrive at 5:30 PM.

1. Put desserts on table in corner of kitchen, or refrigerator if need be.
2. Turn on 1 oven to 250° and the other to 350°.
3. Turn on dishwasher so water will heat up.
4. Place money basket at entrance door.
5. Fill large coffee pot with water, plug in and turn on.
6. Set up: 6 - 8 tables for eating, with 6 chairs at each table.
2 tables for serving.
1 table for beverages and snacks.
7. Cover all tables with cloths from pantry (optional). Set eating tables with cutlery, napkins, salt and pepper shakers, and centerpieces.
7. On drinks table put plastic glasses, beverages, ice, and napkins. and snacks. (Don Clarke will bring sodas; Marty Lipnick brings the wine.)
7. Help in kitchen with food offerings which might need refrigeration, heating in oven, or transferring to bowl or platter. etc.
10. Assemble LOTS of serving utensils. Every dish will need at least one.
10. Keep drinks table supplied with ice, soda, napkins, etc.
10. Put tea and instant coffee, spoons, stirrers, sugar, cups, etc., on counter. Pour milk in carafes, but leave in fridge for now.
10. Just before 6:30, transfer all foods from kitchen to serving table, and announce "dinner." Turn ovens off.
14. ENJOY YOUR DINNER.

14. About 7:05, clean up serving table, putting all food dishes on counter.
16. Bring out all desserts, small plates and serving utensils.
16. After your dessert, start the cleanup. Use the cart to collect dishes from tables. You are not responsible for washing food containers brought by others. Leave on counter for pick-up.
16. Put all dishes and cutlery through dishwasher, then store in proper places. Leave sinks, table and counter clean (and as empty as possible).
16. Arrange for laundering of all tablecloths. Whoever takes them home should be sure to bring them back within one week, and store on shelf in pantry.
20. Make sure ovens and dishwasher are turned off. Lock pantry cabinets and door and put keys away.
20. Leave the wood-colored table in corner near bookstall. Put chairs and all other tables away in closet.
22. At end of evening (after meetings have ended) check the kitchen again. Any remaining food should be stored or discarded.

(updated 5- 27-09,
by G. Kushnick)