Planning a Potluck

* Ask your members to bring a large main dish to prevent running out of food.
* Get a count on how many can bring and serve.
* Set up tables:
	+ Cups for water and coffee
	+ Salt and pepper
	+ Coffee creamers/stir sticks
* Set up serving tables with colorful tablecloths. Make sure there are two lines. Count out plates and plastic knives and spoons. Place potholders/trivets up and down, ready for dishes.
* Set up a separate dessert table. Put small plates here.
* Check creamers for coffee—sometimes they spoil.
* Fill waters ahead, enough for one for each table plus extras if possible.
* Buy ice for water. Add right before serving.
* Plan to be in the kitchen from 10:00 to 10:30, receiving dishes.
* Keep ovens at different temps to accommodate the many different needs.
* Set a time for everyone to leave the sanctuary – maybe when Pastor says, “In conclusion…” The rush is always getting the dishes out fast!
* Serve.
* Clean up.
* Send ALL food home; do not store some for later.
* Take all rags home to wash.
* Take trash bags to dumpster.

Potluck Checklist

On Actual Day

EARLY

* Put potholders on serving table.
* Put ice in water pitchers.
* Move coffee into carafes.
* Cut bars/plate desserts.

RIGHT BEFORE SERVING

* Put coffee carafes on tables.
* Put water pitchers on tables.
* Mix punch.
* Empty all ovens.
* Empty both fridges.
* Make sure every dish has a serving spoon or tongs.