

HOSTESS

Budget _____

Members: 6-8

Every Friendly Garden Club member (except emeritus members) is expected to serve on the Hostess committee one time during the year.

The Hostess chair is to meet with her committee 3-4 weeks prior to their month to hostess. The committee will determine the menu, divide responsibilities and determine how costs will be shared.

The Hostess chair or committee member will take the supply bins and FGC sign home from the previous meeting. Check all supplies to see if additional supplies are needed. White paper plates, cups, plastic ware, napkins, and coffee are supplied by the club. (If you need to replenish the basic supplies, please turn your receipt in to the second vice president for approval.) All other supplies, including certain color-themed supplies, tablecloths, or placemats, will be the responsibility of the Hostess team.

In the spirit of recycling resources, club members are to bring their own place setting for the luncheon. If they have forgotten, they may purchase a setting for \$1. The money will be given to the treasurer at the end of the meeting.

Check with membership to get an estimate of how many members & guests will be attending.

Select a member on the committee to be a greeter and one to do the centerpiece for the food table and possibly for the "guest" table.

Place the FGC sign within view of traffic close to the drive when you get to the meeting location.

Everyone on the Hostess committee is to help with cleanup.

If you are unable to be a hostess the month you signed up for, it is your responsibility to trade months with someone else and to inform each monthly chairperson involved.

Please refer questions about hostess duties to the second vice president.