

Dinner Team(s) 2018

Dinner Committee Member—This team will be comprised of volunteers who also offered to be a team lead for one of the dinner teams, or those who signed up to work on the cooking team. This team will review and revise dinner ambiance, menus, recipes and pricing, and processes. They will publish new menus. Activity will probably involve two or more meetings, individual fact finding and reporting, and email correspondence.

Backup to Dinner Chairperson—This volunteer will serve as Dinner Team Chairwoman in the Chair's absence.

Church Hall Set Up Team—This team will work the day of event and possibly an earlier day to do an initial set-up. They will set the dinner tables, dessert table, beverage table, appetizer table (if needed), and buffet table (if used). If the dinner has a "theme" they will do the decorating for the Hall. Volunteers for this team will probably spend three hours each on this task.

Food Preparation Team—This team will do the prep work and prepare the meal. This is a big job! Members of this team will work the day of the event: some prep work may be scheduled the day before the dinner. This team will plate the meals for table service, or prepare the buffet if a buffet is being used. Members of this team generally work six to eight hours.

Serving and First Clearing Team—This team arrives 30-45 minutes before dinner to: help with final set-up, serve the plates or manage the buffet, and perform the first table clearing.

Final Table Clearing and Cleanup Team--This team will clear tables and any dinner items in Hall. They will wash, dry and put away everything that needs washing: serving items, pans, dishes and tableware. They will wipe down countertops; sweep the kitchen and hall floor. They will bag trash and take it to a disposal site. This is another big job! Some of the sweeping, etc. can be done the next morning.

Laundry Team--This team will consist of a lead volunteer and a backup. This volunteer will spot treat, wash and dry table linens and kitchen cloths. Laundry items will be folded and returned to storage location. This can be done at the church or you can do this at home.

Baking Team—This team will bake the cakes and/or pies needed for the event.

Dinner committee chair will

- Organize volunteers
- Lead the shopping effort
- Work with outside organization on planning and payment
- Be on-site as needed for event activities