

Sutter Creek Woman's Club

HOSTESS HELP SHEET

Being a hostess is a fun time. Working together is a good way to get to know other members better. With a committee, no one should have a burden; however, things should be planned in advance. The Hostess Help Sheet outlines responsibilities and suggestions for preparing a successful meeting.

1. Hostesses are to furnish at their cost whatever is needed for their day of serving, including food, ice (if needed) and table decorations. Coffee, tea, condiments, cleaning supplies, garbage bags, paper towels, foil, plastic wrap, etc. are reimbursed by SCWC. Please make a list of needed supplies at the end of the meeting and give the list to the President or ask the next month's Head Hostess to purchase the items. Hostesses divide the meeting expenses evenly amongst themselves and also donate \$5 each to the scholarship fund.
2. Membership VP will have contacted members to advise them to contact head hostess. Take an accurate count from responses.
3. Obtain the key to the S.C. Community Building from the President and return to her at the end of the meeting..
4. Contact Natalie at City Hall (267-5647) the day before the meeting to ask that the stove pilot light be lit by maintenance (if stove is required).
5. Unload dishwasher in preparation for the kitchen helper as that is not part of his duties.
6. Set up SCWC card tables for the meeting. Set up the folding chairs (stored in the large storage closet nearest the kitchen), a small reception table (stored in the other large storage closet), a 5' plastic serving table (stored in our storage room), and the podium. There are large serving tables available, if needed, however they are very heavy.
7. There are two large electric coffee percolators. Coffee takes about 30 minutes to brew. You must start with cold water. About one-half pound of coffee per pot is customary.
8. The meeting starts at noon; lunch is served around 12:10 p.m. The speaker will begin at about 12:40 p.m., as soon as dessert is served.
9. After the meeting, hostesses clear the tables and put away items, put away the card tables and chairs, and leave the building neat. They should also calculate the cost of the lunch, divide the cost between them and then settle up.
10. A hostess for the following month takes home soiled tablecloths and dishtowels to be laundered and returns them to the next meeting.
11. The kitchen helper will arrive at about 12:40 pm. He has a key to our storage area and the building, so it is not necessary to stay until he leaves. He will wash dishes and return items to our storage area. He will also sweep the main room floor, clean the kitchen floor, turn off the lights before leaving, lock all doors, and take the garbage to the dumpster located behind the Sutter Creek Auditorium.

Everyone throughout the year should do her share in some capacity toward making the social aspect of our organization a gracious and sharing time.