

## **PROGRAMS - GUIDELINES FOR HOSTESSES**

The Hostesses of Weeders meetings provide the refreshments and work with the Meeting Chair and Flower Show Chair to ensure a delightful time for all Weeders.

### **4-6 Weeks Before the Meeting:**

The Meeting Chair will have contacted you and in the case of a luncheon meeting, will have designated a Head Hostess. Either the Head Hostess or the Meeting Chair will be the main contact with the meeting site on the day of the meeting and will coordinate the duties of the Hostesses.

If you are the Head Hostess at a joint meeting, make early contact with the other Club Hostesses so that the responsibilities may be shared.

### **2-3 Weeks Before the Meeting:**

Either the Meeting Chair or the Head Hostess should contact the other hostesses to determine who will bring food and beverages for the meeting (see the suggested list of food/supplies on page 2). Regardless of whether it's a morning-only or luncheon meeting, keep the food simple. The intent is to provide light refreshments to encourage mingling and socializing, either prior to or following a meeting. Finger food is always appreciated, as these are not sit-down affairs, although it is recommended that some seating be available for those who might require it. You may also need tablecloths and napkins, plates, cups, utensils, coffee maker (although many now use Dunkin Donut Carry Out containers), pitchers, ice etc.

Although Weeders are expected to RSVP, a safe number to plan on is 40.

### **Day of the Meeting:**

Arrive early and coordinate with the Meeting Chair. Discuss the final set up with either the site staff or homeowner. If a morning meeting, put out coffee, drinks, fruit, pastries.

If a luncheon meeting, store items where necessary until lunch preparation is required. Put out coffee/milk sweetener and pitchers of water for Weeders and flower show judges. Other breakfast items are not necessary. After the morning meeting/lunch, clean up and thank either the site staff or homeowner.

Hostesses share the cost of the food, beverages, paper goods etc. Although most often hostesses just pay for whatever they provided, they can determine how best to split up the cost of these items if it seems inequitable.

**\*Please note: If a Chair or Hostess must bow out, she is responsible for finding a substitute. Please contact the Program Chair with any questions or concerns.**

## Miscellaneous Information for Meeting Chairs and Hostesses:

### Morning –only Meeting

Coffee	Fruit
Tea	Small pastries
Lemon	Napkins
Milk	Cups and stirrers
Sugar/sweetener	Small plates
Trash bags	Paper towels

### Luncheon Meeting

Coffee, milk, sweetener

Plates

Spoons/forks, if necessary

Your Choice of a simple lunch; e.g., two of the following:

Soup

Salad

Sandwiches

Fruit & Cheese

Dessert of cookies, bars (no plating required)

Iced Tea and/or Lemonade, lemon, mint, Cider (seasonal), Water, Sparkling Water

### Evening Meeting (with guests/spouses/significant others)

Approximately 50 – 55 people usually attend this meeting, so more food is needed.

Appetizers & Heavy Hors d'oeuvres (vs. a pre-planned menu - depends on the theme of the meeting)

Salads

Desserts

Wine & Beer

Seltzer and other non-alcoholic beverages

Plates, utensils,

Napkins

Plastic wine glasses

Beer cups

May need to rent tables & chairs depending on location.

**Nota Bene:** The cost of the beer, wine, and the renting of tables and chairs is paid out of the Program Committee Budget. (In an effort to contain costs, the cost of beer and wine should not exceed \$200 unless approved by the President). More hostesses are assigned to this meeting so that the other costs are equally shared among them. It is the responsibility of the Lead Hostess to keep track of the expenses to ensure that everyone is fairly reimbursed.