

PREPARE & SHARE DINNER CLUB MEMBER GUIDELINES

HOSTING

You will host one dinner during the year. The Scheduling Secretary will let you know which month you are responsible for hosting as soon as possible after the kick-off dinner. This is usually done by the end of November. You will also receive a list of your guests and contact information prior to your scheduled month. You may volunteer to be available to host a second time if additional hosts are needed during the year. This is an option you can indicate on the Membership Form.

You will notify your assigned guests and set up a planning meeting early in month so the group can:

1. Set a time and date for the dinner.
2. Decide on a menu with the assigned theme.
3. Assign meal responsibilities (host is usually responsible for preparation of entrée).
4. Discuss beverage preferences and costs (host provides and/or everyone brings their own).
5. Discuss how to handle expenses. Options include:
 - a. Each participant summarizes the cost of their contribution and informs the host, the host then calculates the total for the meal and divides by the number of participants so each pays an equal amount.
 - b. If there is a course which is relatively expensive (such as the entrée) compared to the other courses, the host may ask the other participants to contribute to the cost.
 - c. No money is exchanged if the group is in agreement.
6. The minimum group size is 6 participants. If your group size falls below this, you may call the Scheduling Secretary to request additional guests.

GUESTS

Each month you will receive information regarding the host and the members of your dinner group. The host will contact you about an initial meeting date and time for planning the dinner.

1. You will attend the planning meeting during the beginning of the month.
2. At this meeting you will decide on the menu and the date for your dinner as agreed upon by the group.
3. Discuss beverage preferences and costs at the planning meeting.
4. Discuss how to handle food costs at the planning meeting.
5. Individual dietary restrictions should not be imposed on others.

ALL MEMBERS

Please note the following miscellaneous information.

1. If your e-mail or phone number changes please notify the Scheduling Secretary.
2. If you originally thought you would be able to participate in a monthly dinner and your plans have changed, contact the Scheduling Secretary as soon as possible.
3. For emergency, last minute, cancellations, call the host ASAP. If you do not know your host yet, contact the Scheduling Secretary.
4. If you do not hear from a host by the end of the first week of the month contact the host. The host is listed in the email about that month's dinner that you received from the Scheduling Secretary.
5. Please be respectful of others political, religious or cultural differences for dinner time discussion.

RELAX, FEAST, CONVERSE, ENJOY!

WEBSITE

For photos, member contact details and current club information, be sure to check our club website:

<https://scovprepareandshare.weebly.com/>

If you have any food/dinner photos you'd like to add to the club website, please email them to dlkotlek@gmail.com

Please feel free to contact any club officer with any questions you may have. Questions regarding the dinner schedules should be referred to the Scheduling Secretary.

Prepare and Share Officers, 2022-2023

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