

R&H Hospitality Committee: Hostess Responsibilities

Your Rake and Hoe Garden Club membership enables you to contribute to the club by participating in committees. The Rake and Hoe Handbook's Active Member Responsibilities states: "**All Club members who are not currently serving on the Board** are assigned to at least one meeting to hostess and bring refreshments." (R&H Handbook). Executive board members are not required to be on the Hospitality Committee but may volunteer their services. **Each Hospitality Committee Member** has been assigned to be either a Head or Assistant Hostess for a General Membership meetings. Hostess committee assignments for 2023-24 are listed on the attached sheet



GENERAL INFORMATION for ALL HOSTESSES:

- Assignment changes: If unable to fulfill the assigned month's requirements the member must THEMSELVES find an alternative Club member to fulfill this responsibility. Changes must be communicated to the Head Hostess ASAP.
- The Head Hostess will coordinate the menu theme and purchase serving paper products.
- Assistant Hostesses will prepare the meeting's foods/desserts.
- All Hostesses are to **arrive by 10:30 am** at the Shady Rest venue to deliver food, assist with set up, serving food/desserts and clean-up.
- All food items must be labeled and a list of possible allergy ingredients identified: i.e. nuts, eggs, gluten or milk
- All Hostesses stand at the luncheon room serving tables. Members may self-serve.
- All Hostesses are must assist with clean-up. (Either during the meeting after the meeting)
- **Thank you for your volunteerism to this committee.**

HEAD HOSTESS RESPONSIBILITIES:

Head Hostess: Prior to General Membership Meeting

- Communicate with the Hospitality Committee Chairperson concerning your month's assignment and needs: Carolyn Seracka at 908-451-2220.
 - Contact assigned Assistant Hostesses 10-14 days in advance of the general membership meeting to organize the refreshment contributions and plans. If a substitute is necessary suggest a short window for calling you back with the name of the substitute.
 - Decide on a theme for food/desserts. The menu should be coordinated amongst all so everyone knows who is preparing food and desserts and how much food is needed.
 - Hostesses should plan multiple food choices to sufficient provide for 30-35 people.
 - Head Hostess is responsible for buying and bringing:

paper plates	cutlery	hot cups	lemons
napkins	stirrers	cold cups	milk
- (Note: Hospitality Chairperson is responsible for buying the tea bags and sugar.)
- Contact Flower Design member bringing the Centerpiece a week in advance to coordinate the tablecloth color. Colors of tablecloths are: dark or light green, cream, yellow, and pink. Contact the Hospitality Chairperson with tablecloth color choice.
 - Create a sign identifying yourself and the meeting Assistant Hostesses.

- Complete Reimbursement Voucher form for products bought, attached receipts and submit all in a timely manner to the Hospitality Chairperson for reimbursement. Lemons and milk are not reimbursable.

Head Hostess: DAY OF THE MEETING:

- Arrive early (10:30 AM) to coordinate the set up of food, desserts, and refreshments.
- Bring paper products, cutlery, stirrers, milk, sliced lemons, hot and cold cups, and signs to identify each food.
- menu to be served.
- The Head Hostess and Assistant Hostesses will decide on a meeting menu.
- Prepare or purchase food and desserts for 30-35 people.
- Make sure there are signs to identifying food types and possible allergy ingredients: i.e. nuts, eggs, gluten or milk
- A separate refreshments table will have hot water for tea and two pitchers of drinking water, tea bags, sugar, milk, lemons, stirrers and hot and cold cups.

ASSISTANT HOSTESS'S RESPONSIBILITIES:

- The Head Hostess will coordinate the food and desserts menu theme. Your food suggestions are appreciated.
(Note: Some people may have special diet restrictions, variety is important.)
- **Prepare or purchase several food and dessert selections for 30-35 people.**
- **Note: November Joint Garden Clubs meeting will host 45-50 people.**
- Make labels identifying the names of the food/dessert. Make a NOTE if the ingredients contain: nuts, eggs, gluten or milk.
- **Arrived by 10:30** and bring food/desserts to the Shady Rest Luncheon room.
- Assist with the table and food set-ups.
- Stand by the serving tables to help in case a member needs assistance or if there are any questions.
- Assist in clean up afterwards, either during the meeting or to stay after the membership meeting.
- DO NOT leave the Shady Rest venue until the Luncheon room is completely cleaned up and serving equipment is stored.
- Take your serving dishes and remaining food home with you.