

March Match Luncheon Planning

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If you have volunteered to host the luncheon at the LRCP March Match, here are some suggestions to assist you in planning the event.

You'll need:

1. A couple of power strips and a couple heavy duty (orange) extension cords
2. 3 inexpensive table cloths (dollar store)
3. Paper plates (60-80)...people tend to use more than one
4. Napkins
5. A couple of rolls of paper towels
6. Plastic, spoons, forks, and knives
7. 2 contractor sized trash bags
8. Cokes, Diet Cokes, 6 pack of Sprite or some other non-caffeinated beverage, 6 pack of bottles water
9. Large ice chest and 2 bags of ice (you can put this on your list of things you need that the corresponding secretary can send out for you)

Once you have the necessary items in the list above, here are the steps to pull it together:

1. About 10 days before the event, ask the Corresponding Secretary to send an email to all Club members asking that they contact you telling you what they'd like to bring and how many people will be in their group.
2. If too many people indicate that they are bringing the same thing (i.e., desserts) you might want to suggest another food item for them to bring.
3. Ask the Corresponding Secretary to send out a second notice to club members 3-4 days before the match as a reminder.

