

Pot Luck Coordinator Check List

Event date: _____ Time: _____

Event Name: _____

Organize a set-up crew for last minute set up details(see checklist)
List the names of people here: _____

Organize a break-down crew so that addition can be used for
Saturday morning services(see checklist)
List the names of people here: _____

Organize a clean-up crew, one for addition, one for kitchen
(See checklist)
List the names of people here: _____

Arrange for tablecloths to be taken home, washed, and returned
List the names of people here: _____

Arrange to get a building key from temple administrator if needed.

Contact classroom teachers to find out about any special needs if
Applicable.

Coordinate food and drinks. Food must be vegetarian and/or dairy.
(ALL FOOD MUST BE PEANUT AND TREE NUT FREE) (i.e. main meals,
side dishes, desserts, etc.).

Assign a coordinator for challah , juice and wine.
Name of person here: _____

- Compostable Paper Goods(i.e. Good Earth brand)coordination
(may be to check with Temple to see what is available)
List name of people here: _____

Please encourage participants to bring their own place settings, plates, forks, spoons, knives, cups and cloth napkins whenever possible. We are trying to be more environmentally responsible.

- Arrange for **ALL** leftovers to be brought home! (No food can be left at the Temple!)

- Place all garbage and recyclables in correct receptacles off the back porch.
List name of people here: _____

- Lock all doors including the back porch door; make sure that the Fire Door between the kitchen and the addition is closed before leaving the building.
List name of person here: _____

- Close all lights, return all thermostats to 68 degrees (if changed)
List name of person here: _____

- Check to make sure that all windows and doors are closed
List name of person here: _____

- Lock the door behind you when you leave the building

- Copy of all information (i.e. who is doing what) must be given to the Temple Administrator one week prior to event!