

Dinner Host Guidelines & Instructions:

The meal will be served in the Community Room by the old kitchen, except on Friday night when it will be served in Steiner Hall. You can prepare the meal at home or at the church kitchen, please plan to arrive at **5:30**. The guests will arrive between 6:00-6:15 and will immediately eat dinner. Dinner hosts are also responsible for having the guest pack lunches for the following day.

Before Dinner:

Prepare a meal at home, or at church, that will serve 20 people. The meal should consist of an entrée, three sides (ex; potato, vegetable, salad, fresh fruit, bread), and dessert. Milk, water and powdered lemonade are provided. Peanut butter & Jelly sandwiches or Macaroni & Cheese will always be available at the church for those who may choose to not eat the prepared meal. Be sure to privately ask the parent if they would like Mac N cheese or PB & J offered to their child.

Setup the dining hall with enough tables to seat 20 people. We will be using real plates, silverware and cups that are available in the kitchen. Please **do not** use the plates/cups that are in the lower cupboards of the center island. These are for our church kids club and there is not always time to wash them before they need them for their meals. There should be plenty of glass plates and royal blue and red plastic cups for our FMF Meals. There are also a small supply of red plastic plates and bowls that can be used.

Setup a table with the lunch supplies. They will be marked "FMF Lunch" in the bins in the storage room and in the refrigerator. (Do not set out ALL food, as the food we have needs to cover the entire week. Please look closely and use packages that are already opened first) A sharpie marker will be provided to mark their lunches, then, put them in the refrigerator. Our guests will pack their lunches for the following day immediately after they eat, before they go back to their rooms. Please return the "FMF Lunch" bin to the storage room.

Food & drink needs to be ready **at 6:00** for a buffet style dinner.

During dinner:

Please sit with the guests, not at a separate table, and enjoy the meal with them. Remember to keep conversations confidential. **Please ASK for permission to sit at the table with the guests --- they may choose to just have a "family" dinner – remember that's OK also – then just join another table.**

After Dinner:

KITCHEN/DINING ROOM CLEANUP: Plates, cups and silverware may be put in the dishwasher. **Please turn the dishwasher on before you leave – even if it is not full.** Wash larger dishes by hand. Clean tables and counters. Put away the lunch supplies and return the "FMF Lunch" bin to the storage room.

LEFTOVERS: Our guests may choose to use leftovers for their lunch. Also, deserts can be left on a paper plate for the night snack. Please take all other leftovers home with you.

To Be Noted: At 3 PM the day of the meal, a food coordinator will call a hotline to find out how many guests will be at dinner or if any guests will be arriving late and dinner needs to be saved for them. If there is a substantial change in the numbers, we will pass it on ASAP. Update line number is 952-230-2951.