

Benefit Dinner Coordination

3-weeks before dinner: Plan Menu. You may be cooking for approx. 75-100 people. Set prices for dinner and drinks. Contact chef and coordinate meal planning. Find volunteers to help. Do you want alcohol at this event? Order now and organize with Michael@mkwc.org to get liquor license.

2 weeks before dinner: Make and post flyers in the community and on facebook to reach the most amount of people. Meet with MKWC staff to coordinate borrowing supplies, get a building tour and find a staff person for opening and closing building.

1 week before: Purchase food and pre prep as much you can. Need special utensils for serving? Confirm with volunteers, servers, *clean-up crew*. Make attractive flyer for sandwich board for day of event. Make change for cash payments. *Determine who is responsible for recycling disposal and washing linens*. Confirm with MKWC staff for building open/closing.

Supply your own: Small denomination for cash change, ice, Beer, wine, cork screw, coffee, sugar, creamer, tea, non-alcoholic (kids) drink, **bar solo cups, paper plates/bowls**, to-go plates, napkins, foil, salt & pepper, decorations, and table cloths. (MKWC does have some linens you can borrow) **Must wash own linens and deal with recycling. These services are not provided for you. You have 7 days to return laundered cloth. Do you want the compost for your garden!?! Feel free to take this and return the bucket.**

DONATION SUGGESTED FOR BUILDING USE: 10% of Net Profits (Max \$200)

Coordinator and volunteers are in charge of set-up, clean-up and staffing the dinner.

- ❑ Unlock the building a *minimum* of 2 hrs prior to serving time and begin set-up
- ❑ Turn on kegerator immediately
- ❑ Set up sandwich board on the street to advertise the event with catchy poster.
- ❑ Round and rectangular tables seat 7-8 chairs. Set up accordingly. Do you want table clothes and decorations?
- ❑ Set up serving tables with utensils, plates, napkins, serving utensils, aluminum foil for take-away. Leave space for dessert (or on another table)
- ❑ Acquire cash box for bar and front door. Set up the bar with drink price menu, solo cups and wine glasses, wine, corkscrew. Set up separate drink table with non-alcoholic drinks- water, cups, brew coffee, get cream and sugar. You may also want to make hot water available for tea. Set out mugs and spoons on this table.
- ❑ Set up recycling, garbage and compost in obvious place for disposal.
- ❑ Set up the greeting table for collecting money with another cash box with change, a person to take money, a sign stating the cost of the event, plus other notices, if any.

After the event

- ❑ Gather money from door and bar. Return cash boxes. Give 10% of profits to MKWC staff for facilities fee.
- ❑ Bring sandwich board inside, put in back room
- ❑ Break down tables and chairs and return to designated spot
- ❑ You are responsible to wash and return linens within 7 days.
- ❑ Sweep/mop and tidy up outside, main and bar areas (**no** alcohol left out)
- ❑ Wash, dry and put away all utensils and serving dishes
- ❑ Garbage, and compost should go in the back. **Take away recycling.**
- ❑ Who is going to be responsible for recycling disposal? _____
- ❑ Who is predetermined MKWC staff locking the doors _____