

# FOCUS Dinner Information Sheet

1. Dinner should be served **starting at 6:00 pm and ending at 6:45 pm**. Set-up for the dinner will most likely begin around 5:00 pm - earlier or later as the host group deems necessary.
2. **The group who hosts the FOCUS dinner is responsible for ALL aspects of the dinner:** deciding the menu; determining food quantities; delegating food preparation duties; setting up Fellowship Hall for the dinner; making coffee and lemonade; serving the dinner; and cleaning up after the dinner. The host group should take a count of the people served. (Record in Log Book)
3. **Calvary will provide coffee and powdered lemonade mix** - host group is responsible for making the beverages the night of the dinner. Calvary will also provide packets of sugar, lo-cal sweetener and creamer for coffee. Host group may want to bring some ice cubes for lemonade.
4. **Calvary will provide paper products (plates, napkins, cups) as well as silverware.**
5. As the year moves along, a better estimate of the number of people to plan for will be available. As we begin, our best estimate is 2009 Lenten Suppers: 75 / 60 / 70 / 80 / 72 / 98 which averaged 75 persons. In addition, confirmation students and their leaders, approximately 25, will be in attendance. SO..... best guess at this time is to **plan for 100**.
6. **Dinner costs will NOT be reimbursed by Calvary.** Keep the meal simple and plan ahead. Take advantage of sales. Buy in bulk at Sam's. Be creative. Remember - this is not expected to be a grand buffet or smorgasbord. Hosting a dinner is your donation to the FOCUS program.
7. **Offering baskets should NOT be used for the FOCUS dinner.** Those wishing to contribute to the overall FOCUS program will find a donation box in the Narthex.
8. Plan to have enough people at the dinner to **serve the meal**. In an effort to keep everyone happy, control the portions of food received, and control the spread of germs, it is highly recommended that the host group serve the food as people go through the buffet line. There are plastic gloves available in the kitchen that may be used when serving.
9. **Clean up** of Fellowship Hall should take place immediately after the meal (6:45 - 7:15) while everyone is at worship in the Sanctuary. After worship, the Fellowship Hall is used for Adult Study or Confirmation. **Please make sure the table tops are clean.** Any extra coffee, lemonade or desserts should NOT be left out for after worship. All tables should be cleaned off.
10. **FOCUS Dinner Log Book** - There will be a binder in the kitchen with a summary sheet for each dinner. Please fill out this sheet with the meal information and number of people served. **The Log Book will remain in the kitchen** for future reference and will help us better estimate the number to plan for. Feel free to share suggestions and recipes that worked well.

11. **Menu planning** - keep things simple and get everyone involved. No one in the group should feel overburdened. *Suggestion:* have three parts to the meal - MAIN item, SALAD or SIDE item, and DESSERT. Ideas may include:

**MAIN:** casseroles; hot dishes; sandwiches; chili; soup; spaghetti; pizza; tacos; sloppy Joes; hot dogs; brats; burgers; sub sandwiches; baked potatoes; make your own salad; etc.

**SALAD/SIDE:** fruits; vegetables; lettuce; Jell-O; potato salad; coleslaw; baked beans; etc.

**DESSERT:** cookies; brownies; bars; cupcakes; cake; etc.

Extra things like chips, pickles, and cheese slices are always welcome. If you like, your group is welcome to bring additional items to drink (milk, soda or juices).

12. In case someone has allergies, Calvary will provide a jar of peanut butter and a jar of grape jelly to make PBJ sandwiches. **Host group should bring a loaf of bread.**

13. **Meal prep delegation** - here is a simple example of how meal prep duties COULD be delegated in a group of 10 families:

2 families *each* bring - Large casserole (serves 10-15) AND 5 dozen rolls

4 families *each* bring - Large casserole (serves 10-15) AND a SALAD/SIDE (serves 24)

4 families *each* bring - Large casserole (serves 10-15) AND a DESSERT (serves 24)

14. When choosing what your group will serve, try to have everyone make the SAME casserole or the SAME salad/side - share a good recipe. As an item runs out on the serving table, you can simply replace it with a fresh one. If you have multiple kinds of items, people will tend to take some of each and chances are you may run out. This method also keeps the line moving and allows everyone more time to eat and mingle.

15. Communicate your FOCUS dinner date to your group as soon as possible. Choose a menu and delegate meal preparation duties. Remind everyone 2 -3 weeks before. The week before e-mail or call everyone to ensure they know what to bring.

16. The weekend prior, check the supply of paper products, coffee, lemonade mix, etc. at the church and let the office know if anything is needed. We will be using a lot more supplies than in the past and need to keep an eye on the quantity available.

17. Due to weekly use of the kitchen, it is suggested you bring your own dish cloths and drying towels. IF any church linens are taken home to be washed, please return them ASAP.

18.. **If you notice after your dinner that supplies are low, PLEASE let the office know so that supplies can be purchased and received as soon as possible.**

19. **TAKE HOME LEFTOVERS!!!** Only leave peanut butter and jelly at the church.

FOCUS Dinner Committee: Ruth Brostowitz, Sue Rowe and Sallie Schulz 09/02/09

*Revised* 02/07/10