

Location, Location, Location

If you don't have a space already picked out for hosting your Community Dinner, you'll need to find a location. Good host locations are generally places like school cafeterias, church halls and other community gathering spaces.

General Guidelines for Choosing a Space:

- **Is it big enough for your intended number of people?**
 - **Are there enough tables and chairs on site? Who will set them up and break them down?**
 - **Is this a good, comfortable gathering space for your audience? Can they get there easily? How's the parking? Is the space accessible for people with physical mobility challenges?**
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Also, when choosing a location, make sure to discuss the following points with the contact person. While some of these items might seem obvious, you don't want any surprises or miscommunications!

- What is the policy on serving food? Are there any food items you can't have on site? (Some houses of worship prohibit certain foods due to religious beliefs, while other locations might have guidelines you'll need to follow based on allergy concerns.)
 - Who will be responsible for making sure the space is open and accessible at the agreed-upon time?
 - Who will be responsible for locking up after the event is over?
 - What is the arrangement for set-up and cleanup? Who will be responsible for making sure the requirements are followed?
 - If there is a kitchen on site, is it available for your use? Are there any regulations or rules that need to be followed?
 - If there are dishes, serving utensils, and other useful items on site, are they available for your use?
 - What about items like trash bags and cleaning supplies? Are those items available to you, or should you bring your own?
 - Is there a rental fee required for using the site?
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TIP

Keep in mind that when you set the time for your event, the dinner itself will last about 2 hours from start to finish. You'll also need to build in set-up and cleanup time, so make sure to work that out with your venue.
