

Event Set-Up Guide

Setting up the space for your Community Dinner is an important step in making sure the event runs smoothly! These tips and supply list should help you get organized.

How much space do I need?

Your main goal should be to make sure you have enough tables and chairs for everyone to sit and eat comfortably. Additionally, you'll want to have some tables for serving, as well as a table or other area for check-in when your guests arrive. Everything else can happen in and around your eating area!

Supply and Set-up List

- Tables
 - Chairs
 - Table coverings
 - A list of attendees with:
 - Photo release forms »
 - Event sign-in sheet »
 - Pens
 - Nametags
 - Markers
 - Ingredients and materials for your chosen Appetizer Activity »
 - Serving dishes and utensils
 - Napkins
 - Eating utensils
 - Plates
 - Cups
 - Food and beverages
 - Conversation jars »
 - Additional fun and conversation resources (optional) »
 - An easel with paper or whiteboard
 - Markers for whiteboard, if necessary
 - Microphone (optional -- this depends on your space and number of attendees)
 - Plenty of paper towels and quick cleanup supplies
 - Ingredients and materials for your chosen dessert activity »
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