

Potluck & Community Meal

A welcoming meal without the last-minute scramble

The basics

- ☐ Choose a date, time, location and contact person
- ☐ Estimate guests and check seating and accessibility
- ☐ Confirm handwashing, food storage and serving space
- ☐ Choose setup, welcome, food and cleanup helpers

Coordinate the food

- ☐ Assign mains, sides, fruit, desserts and drinks
- ☐ Ask contributors to identify ingredients and allergens
- ☐ Plan serving utensils, labels, plates and napkins
- ☐ Arrange safe transport, hot holding and cold storage

Make people feel at home

- ☐ Prepare a clear entrance and welcome point
- ☐ Invite newcomers without putting them on the spot
- ☐ Leave space for relaxed conversation
- ☐ Thank helpers and return food containers

REMEMBER WHAT MATTERS

The goal is a welcoming table and time together—not a perfect event.
For food safety, check current guidance at [FoodSafety.gov](https://www.foodsafety.gov) before serving.

Dish & Volunteer Signup

Write it down, share the work, and enjoy your people.

Gathering date:

Place and start time:

Estimated guests:

Main contact:

Dish / job	Contributor	Notes / needs

One thing I want people to remember about this gathering: