

Step by Step: Dinner

- 1) Decide on the style of Dinner
 - a. Are you charging for the dinner and how much will you charge
 - b. Do you want to sell tickets/slash take reservations or do you want to allow all those that come to eat
 - c. Do you want to have a sit down diner experience or buffet style
 - d. Decide on the food you are serving, burgers and hotdogs or filet mignon
- 2) Prepare a budget
 - a. A facility may charge you to rent out a location
 - b. Always budget for a little extra food incase more people show up then expected
 - c. Look for ways to save on money by going to stores that have non-profit food donation programs
- 3) Reserve a location
 - a. A facility that regularly serves dinner will work best
 - b. Your local Masonic lodge is great location as most lodges have kitchens
 - c. A local park may have grills if you are interested in hosting an outdoor dinner
- 4) Assign roles
 - a. Advisors will usually need to do the cooking, but members can help out in preparing food and in the kitchen
 - b. Make sure you have someone taking money and a lockbox prepared to store the money
 - c. Members will need to do most of the serving or help serve everyone in a buffet style dinner
 - d. Everyone will need to help clean the venue or wash dishes once the dinner is over
 - e. Everyone will also need to be early to prepare the venue for the dinner
- 5) Execute the event
 - a. Make sure that everyone knows the proper etiquette of serving dinner
 - b. Be prepared at least 15 minutes before the dinner was said to start in case of early guests
 - c. Attempt to store the food at the venue a few days ahead of time to ensure that the beginning of the dinner runs smoothly
 - d. Make sure to publicly thank all those that helped pull of the event near the end of the dinner