



Shoreline Unitarian Universalist Society

Event Planning Guidelines

There are lots of things to think about when planning an Event, so we have developed this checklist to help guide you.

If you are planning to have a seated Event, you will need extra help and time for set up and breakdown.

It is best to have folks lined up for certain tasks so that things run smoothly.

The Hospitality team is always here to give some tips on streamlining and organizing your Events! Please feel free to reach out with any questions (phone calls preferred):

Tracy Ernst: 860-388-7558

Sarah Jane Dailey: 413-478-5065

Alternative contact: suushospitality@gmail.com

Thank you for all you do!

Checklist for Hosting an SUUS Event with Refreshments and Food Without Members of the Hospitality Committee Involved

Pre-Event

- Assign primary Event point of contact (POC) and recruit volunteers to host and create task assignments (can assign tasks on this checklist) for each volunteer so that everyone knows their role and responsibilities.
- Confirm the Event can be held at SUUS with Jill Brunelle, Office Administrator, as there may be a conflict. Provide Jill with the POC name and phone number.
- Send out Event invite to appropriate attendees. Give them the who, what, where, and when details. Or, if appropriate, designate this task to Jill.
- Send out a reminder invite to attendees one week before the Event.
- Send out reminders to volunteers one week before the Event of their responsibilities via electronically or in-person communication.
- Obtain all the necessary supplies for the Event; refreshments, creamer/milk, refreshments, food, plates, etc.
- Please note there are more tablecloths stored in the back storage room for larger Events.

Set-up Prior to the Event

- Arrange tables and chairs within the appropriate space. Tablecloths can be found in a kitchen drawer to the right of the oven.
- Put out appropriate silverware/plasticware, napkins, plates, cups.
- If serving coffee, coffee must be made. Instructions can be found in the black coffee hour binder located in the kitchen area. Tea box, sugar, and stirrers can be found in the upper cabinet to the left of the oven.
- Please bring cream/milk from home for coffee and tea. Put cream/milk in a cream pitcher; pitchers can be found in the cabinet above the sink.
- Put out any other refreshments with appropriate cups.
- Make sure there are plastic bags in all the trash containers.
- Place food and drinks at designated tables and counter(s). It is encouraged/recommended to have a separate table for gluten free items.
- Put out proper serving utensils and add signs to dishes that include nuts or special ingredients (example, gluten free table/items).



During the Event

- Designate someone to refill drinks, replenish food on designated table(s), and restock tableware supplies (plates, silverware, cups).
- Designate someone to discard any used plates, cups, and trash. Refill milk pitcher, as needed.
- Wash and clean any large items or handwashed items.
- Make sure all food is removed from the oven.
- If someone needs to make an announcement during the Event, either use dimmer lights or support speaker with silencing attendees.

Post Event and Clean-up

- Remove tablecloths from table and bring soiled lines to wash/dry at designated volunteer's home.
- Please return the tablecloths, if used, during your next visit to SUUS.
- Make sure the Oven is off.
- Clean tables and chairs, as needed.
- Break down tables and chairs; please put them back where you found them-in basement area.
- Put away all napkins, cups, and plates.
- Put all soiled plates, cups, silverware, and large bowls, etc. in the dishwasher and run the dishwasher accordingly. Instructions are noted on the dishwasher.
- Clean all countertops, sink, and check floor for any messes; clean up if necessary. Sweep floor, if needed.
- Remove trash and bring to trash bins outside the SUUS building.
- Break down coffee station, clean machine and put away in Lazy Susan Base Cabinet inside the kitchen.
- Put tea box, sugar, stirrers back in the upper cabinet to the left of the oven.
- Store all refrigerator food/refreshments in refrigerator and non-refrigerated food in the food cabinet below the kitchen island.
- Give thanks to volunteers!





SUUS Event Sign-up

Name of Event	
Event Date / Time	
Point of Contact (POC)	

Set-up	Clean-up

Name	Appetizer	Main Dish	Dessert	Beverages

