

Each member of the Garden Club, with the exception of the President, Life and Associate Members, is required to prepare a light lunch for Garden Club meetings.

The frequency of hosting is dependent on the number of members in the club. Due to the work and preparation involved, four members team up to hostess a meeting. In general, this means that a member should expect to host a meeting about once a year, sometimes a little less often depending on the number of active members in the club. Please be ready to sign up each year for hosting.

In addition to preparing and setting up the food, other responsibilities include:

- Setting-up of the meeting place. [See the attached suggested chart for how to set up the room.](#)
- Cleaning-up of meeting place. (Note: make sure that all the tables are wiped off and all trash is cleaned from tables and floor).
  - Christ Church: Empty all trash containers and put in dumpster.
  - Re-line containers with plastic bags.
  - Use of club's "green dinnerware" is encouraged
  - Christ Church: Please do not attach items to the walls, unless you are certain it is removable mounting tape
- Leaving the kitchen in the same condition you find it.
- If you are the last ones there, picking up any articles or papers left behind, turning out lights and shutting the door.

Like any luncheon or other event where food is served, the hostess needs to know how many people to prepare for. Thus, it is up to **all members** to let the hostess know if you will not be attending the meeting. Otherwise, you will be included in the number for which food is prepared.