



Description: Let's Dish! events are dinners with a theme. This CGNE signature event takes place in a member's home where guests bring a homemade dish and recipe to share. Based on a theme, members come up with creative appetizers, side & main dishes, desserts, cocktails and other drinks making this a sophisticated potluck culinary event. Members often like to invite friends/non-members to this event as a way to introduce them to CGNE, however, we try to hold this event for members only. The host can determine if guests of members can be invited based on space limitations.

How to set up the event:

1. Determine the theme and find a host with enough room for 10-20 people.
2. The host will partner with a CGNE program committee member to help organize the event. The program committee member will help the host do a brief write-up of the event, and will help complete the event form.
3. Send the write-up (theme, # of participants, special instructions) to the Communications Chair for the newsletter at least 3-4 weeks before the event.
4. The Communications Chair will link the newsletter email to a registration link and get it published on the web.
5. As members register for the event, the organizer (host or program committee member) will send a confirmation email that includes a link to a recipe spreadsheet on google dox. Each attendee will list the dish and/or beverage while checking out what others are bringing, trying to avoid duplicates or too much of one thing.
6. The host and program committee member will communicate with each other for last minute changes or needs.

Role of host at event

1. Open your home to our members along with their culinary dishes/beverages.
2. Provide paper goods and any extra wine/beverages needed. A \$75 budget is available for this.
3. Have your oven ready for heating up dishes. Members will bring their own serving dishes, utensils and recipe.
4. Host can prepare a dish but shouldn't feel obliged to do so.
5. Members are available to help clean- up and often bring doggy bags for sharing.
6. Complete the CGNE Reimbursement Form and attach detailed receipts showing items purchased. Forward form & receipts to Treasurer for reimbursement.
7. A CGNE program member will collect pictures and do an event write-up for our newsletter, our website and for Facebook