

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

PARENT POT LUCK DINNER COMMITTEE

Purpose: *This committee is responsible for the coordination and set up of Parent Pot Luck Dinners for Cast and Stage Crew members as scheduled throughout the rehearsal season. Typically, these will be held only twice (January and February) and usually on a Friday evening in the High School Cafeteria. The dinners are held before the parents come into the auditorium to “preview” a rehearsal. Only families participating in the Pot Luck Dinners may attend this special “open rehearsal” evening.*

Membership: *This committee requires a chairperson as well as several co-workers.*

Time frame: *Pot Luck Dinners are usually held at the end of the month in January and February only, as holding them later would interfere with valuable rehearsal time too close to the opening of the musical. Pot Luck Dinners are for immediate family members only of the Cast and Crew.*

Budget: *Any expenditure over the budgeted amount for your committee must be approved by the MFPA Board.*

Duties:

1. The committee chairperson needs to make sure that they have several workers signed up to assist them in preparing for the Pot Luck Dinners. A letter and/or email should be sent to all Cast parents at least 2 weeks prior to the dinner, asking for the number of people who will be attending as well as what type of dish they are bringing to share. Ask parents to bring dishes from categories such as “Main Course”, “Vegetable”, “Potato”, “Desserts”, etc. so that you can balance the food being provided. Please ask the parents to mark any serving dishes so they can be returned to them.
2. You will need to purchase plates, silverware, napkins, beverages such as water and soda, plastic table covers, and any miscellaneous items deemed necessary. The MFPA Board does attempt to provide “one” main course per dinner. All receipts are to be turned in to the MFPA Treasurer for reimbursement.
3. The evening of the dinner you and your committee are responsible for setting up the cafeteria with table covers, a “main course” buffet area, a dessert area, beverage area, etc. The Cast will be served first, and then their families will be served.
4. The cafeteria must be cleaned up once the dinner is completed, with all serving utensils returned to their owners. Storage can be provided for any extra paper products until the next dinner.