

**Dinner / Bedding Prep & Dining with Neighbors**  
**(No Wonderful Weds)**  
**CHECK LIST**

**Dinner Preparation Guidelines:**

- \_\_\_ Arrive early (5:00 pm) on Weds. at the Kerr Bldg. to have dinner ready by 5:45 pm when the neighbors arrive.
  
- \_\_\_ Some suggestions for dinner: Pizza, Hotdogs/hamburgers (cookout), Chick-Fil-A, Potato Bar, Chili, Fish Fry, Stew, Mexican meal  
(Please avoid frozen Lasagna. Many church groups serve it, because it's easy, and the guests end up eating it many times a week)
  
- \_\_\_ Remember that our neighbors typically eat healthy portions.
  
- \_\_\_ When neighbors arrive, prepare plates to serve at the kitchen window.
  
- \_\_\_ Prepare a small pot of coffee using the coffee from the RITI closet. Hot chocolate or hot apple cider is good, too. (You'll need to supply those, if interested.)
  
- \_\_\_ Pour two pitchers of tea or another drink. Place on a serving table with plastic cups and a pan of ice. You can pour the drinks ahead of time or wait until they arrive.

**Set-Up for Dinner:**

- \_\_\_ Set up enough tables (usually 3) and chairs near the kitchen to accommodate 12 neighbors and your class hosts. At least two hosts per table.
  
- \_\_\_ Set the tables with plastic silverware, plastic/paper plates, napkins, salt & pepper, creamer & sugar or sugar substitute. (Paper products are in the blue zippered container just inside the RITI closet on a shelf.)
  
- \_\_\_ Put a welcome letter, found in the closet, at each neighbor's place above their plate. These give info about our rules and our schedule.

**Upon Arrival of Neighbors:**

- \_\_\_ All dinner hosts should greet our neighbors at the tables. Fill out nametags for each neighbor and yourself. If they haven't already done so, direct them to the bleachers, where they can leave their things. Make sure they know where the restrooms are so they can wash up immediately for dinner.
  
- \_\_\_ When all are gathered back at the tables, point out the welcome letter and ask if they have any questions.

- \_\_\_ Tell the neighbors that they will be awakened at 4:30 am, breakfast will be at 5:00 am, and the van will leave at 5:30 am to return them uptown.

### **Dinner:**

- \_\_\_ Invite the neighbors to the kitchen window to get their dinner and drink. (This is preferred to serving them, because they typically feel more at home this way.)
- \_\_\_ Ask if one of the neighbors would like to give the blessing. If no one volunteers, a host can give thanks.
- \_\_\_ **All the hosts should dine and chat with our neighbors at the same tables.** After dinner, the hosts can resume their jobs. We want our homeless guests to feel welcome as our friends, so we really want to discourage our volunteers from just standing around during dinner.

### **Dinner Cleanup:**

- \_\_\_ Ask the neighbors to throw away their trash when finished. Some neighbors may want to help clean up, which is fine. Neighbors just aren't allowed in the kitchen or RIT1 closet.
- \_\_\_ Cleanup the kitchen and use disinfectant spray on the counters.
- \_\_\_ Some food and beverages may be left out on a table in front of the kitchen for evening snacks.
- \_\_\_ Wipe down tables, but leave them up for breakfast.

### **Entertainment:**

- \_\_\_ Invite the neighbors to participate in whatever entertainment options your group had agreed on. Entertainment is optional and should never be forced.

### **Bedding / Bathroom Preparation AFTER DINNER:**

- \_\_\_ Place 12 chairs around the perimeter of the gym, women in front of stage, men against back bleachers.
- \_\_\_ Place a sleeping mat next to each chair, 12 total.
- \_\_\_ On top of each mat, place - 1 blanket, 1 comforter, 1 pillow, and one bag of linens from the rolling bin.
- \_\_\_ Help make up all the beds for the neighbors.
- \_\_\_ Place one basket of toiletries in the men's room and one in the women's room.
- \_\_\_ Privacy screens are for the women guests and should form a wall separating their sleeping area from the men's.

\_\_\_ Showers may be taken after dinner, after any children who are helping have gone home.

**Entertainment:**

\_\_\_ The neighbors may play basketball, watch TV, etc. or just go to bed. Entertainment is optional and should never be forced.

**Thank You for Serving!**