

## How to Host a BFAL Luncheon

While hosting a luncheon sounds simple, there are questions that arise -

**Every** BFAL General Member is required to be on a host team one month out of the year and you get to select the host month until January 1, 2020.

**What if I can't host the month I signed up for or was assigned?** *It is your responsibility to work something out with the lead host or find someone to trade months with you and notify Tammy Plumer of the change.*

**What if my circumstances change & I can't help host or decide I don't want to host a luncheon during the year?** *You need to change your membership to Sponsor and pay the additional \$55.*

**When can I set up for a luncheon?** *You can begin setup the weekend before &/or before 11a.m. on the morning of the luncheon (3<sup>rd</sup> Monday).*

**How do I setup for the luncheon?** *In addition to providing the food, you will need to set up & arrange the chairs, set out any decorations you choose, lay out the name tags & make sure guests or new members have temporary name tags available. Make tea & coffee and set out the paper goods & utensils.*

**Do I have to supply the paper goods, utensils & drinks?** *Please check the cabinets in advance for plates, napkins, utensils, tea bags & coffee. If you need to purchase any of these items, the league has an H-E-B card available or the treasurer can reimburse you by providing a receipt for these items.*

**Can't I just buy a jug of tea?** *Yes, but the League will not reimburse you.*

**Do I have to buy ice?** *Yes, the host team is responsible for the ice.*

**Does the League have serving utensils, platters, etc. that I can use?** *Yes, you may use any items or equipment that are available in the kitchen.*

**Do I have to clean up after the luncheon?** *YES, the team will need to clean up after the general meeting & BEFORE the Demo starts by emptying trash, cleaning off serving table, & washing dishes. Don't forget to put away chairs **after** the Demo!*

**What time does the luncheon start?** *The luncheon starts at 11:30 a.m. on the 3<sup>rd</sup> Monday of the month.*

If you have any additional questions, please contact Linda Teague via email [linda77833@gmail.com](mailto:linda77833@gmail.com) or phone 979-203-6001.