





HOST

BEFORE DINNER

<input type="checkbox"/>	CHOOSE A DATE	<p>NOTES:</p> <ul style="list-style-type: none"> Our experience is that hosts who cook aren't able to participate in the conversation fully. For that reason, we recommend separating the roles. OR, If you like to cook, then we recommend the following: <ul style="list-style-type: none"> Replace "Head Foodie" with a sous chef for yourself. Have a strong co-host who oversees general aspects of hospitality.
<input type="checkbox"/>	DETERMINE LOCATION	
<input type="checkbox"/>	CREATE GUEST LIST	
<input type="checkbox"/>	ASSIGN ROLES	
<input type="checkbox"/>	SEND INVITES (W/DIRECTIONS, ETC.)	
<input type="checkbox"/>	MANAGE RSVP	
<input type="checkbox"/>	PREPARE SPACE	
<input type="checkbox"/>		

DURING DINNER

<input type="checkbox"/>	GREET GUESTS AND PROVIDE INTRODUCTIONS	<p>NOTES:</p> <ul style="list-style-type: none"> Serve food and clear dishes in between course discussions only.
<input type="checkbox"/>	RELAX. DISCUSSION IS WHAT MATTERS.	
<input type="checkbox"/>	PARTICIPATE IN DISCUSSION	
<input type="checkbox"/>		

AFTER DINNER

<input type="checkbox"/>	DIRECT CLEAN-UP CREW	<p>NOTES:</p> <ul style="list-style-type: none"> Feel free to ask/assign a clean-up crew to help with dishes, etc, if you like.
<input type="checkbox"/>	COMPLETE ONLINE FC SURVEY	
<input type="checkbox"/>		