



ASSISTANT

BEFORE DINNER

	MEET/CONNECT WITH HOST TO DISCUSS DETAILS OF EVENING: GUEST LIST, INVITATIONS, LOGISTICS	<p>NOTES:</p> <ul style="list-style-type: none"> Your job is to help things go smoothly and not be burdensome for the host. Attention to detail, humor, and a calm manner will go a long way.
	CREATE A LIST OF ITEMS NEEDED FOR THE EVENING: SPACE, TABLE, DISHES, ACCESSORIES, ETC.	
	DETERMINE PREP ACTIVITIES AND SCHEDULE (I.E. SHOPPING, CLEANING, DECORATING...)	

DURING DINNER

	ARRIVE TO HELP SET-UP THE SPACE	<p>NOTES:</p> <ul style="list-style-type: none"> Have fun!
	HELP GREET GUESTS AND INTRODUCE THEM TO ONE ANOTHER	
	BE ON HAND TO SERVE COURSES, THEN CLEAR DISHES AND FILL GLASSES AT THE END OF EACH.	
	MAKE SURE NO ONE'S STUCK IN THE KITCHEN OR LEFT OUT	
	PARTICIPATE FULLY	

AFTER DINNER

	COMPLETE ONLINE GDP QUESTIONNAIRE	<p>NOTES:</p> <ul style="list-style-type: none">