

GUIDELINES FOR HOSTING ORGANIZATION



About Buckley's Soup Supper

The City of Buckley hosts a free soup supper once each month. This event is targeted towards folks of any age and any stage and aims to fill a community need as well as provide an opportunity for neighbors to meet neighbors. Buckley's soup supper is held on the second Wednesday of each month at the Multi-Purpose Center (811 Main St., Buckley, WA 98321) at 5:00pm. Participants are asked to bring their own bowl and spoon for the evening (with the idea being that we provide the meals, and they do the dishes).

Expectations

Hosting organizations are encouraged to be at the Multi-Purpose Center at 4:00pm the evening of the event. Upon arrival, a representative from the organization should check-in with either Ellen or Janet to touch base. There will likely not be much to set-up prior to the event, but it is nice for the hosting organization or meet and greet community members as they arrive. The building will need to be cleaned up and put back together, so please have at least two or three members from your organization stick around to cleanup.

Hosting organizations are expected to provide enough food to comfortably feed 75 people. We will provide salt, pepper, water, and coffee. The hosting organization will need to provide:

- ◇ Soup
- ◇ Bread
- ◇ Butter
- ◇ Dessert
- ◇ Paper Cups
- ◇ Napkins
- ◇ Small Plates
- ◇ Plastic Forks (for dessert)
- ◇ Garbage Bags

Suggestions

Have a representative from your organization stop by to become familiar with the facility

Showcase your organization This is a good opportunity to showcase your organization and promote any upcoming events you may have. You may also want to talk about your impact on the community. Take advantage of the time! We will wait to serve supper until after announcements are made at 5:00, or shortly thereafter (even tough folks may be jumping at the bit). During announcements we will introduce your organization and give you an opportunity to speak.

Have fun with it Organizations are welcome to play games, host trivia night, do sing-a-longs, do non-fee based raffles, etc. For additional ideas or questions on programming during the evening please call Ellen. Let us know in advance if you plan to add any of these elements to the evening.

Our organization is hosting Buckley's Soup Supper on:

I am responsible for bringing:

The representative from my organization responsible for organizing this event:

Their contact info:

Contact

- Ellen Boyd
Recreation Services
Director-City of Buckley
W: 360-761-7814
C: 253-569-9455
- Janet Cote'
Soup Supper Lead
Volunteer
C: 253-632-3695