

# BUCKLEY SOUP SUPPER

## HOST GUIDELINES

The City of Buckley hosts a free soup supper once a month. This community event is a great opportunity for folks to get together and enjoy a good meal. Generally this takes place on the second Wednesday of each month at the Multi-Purpose Center at 5pm. Participants are asked to bring a spoon, a bowl, and a smile! The idea is we provide the meal and the participants do the dishes.

### EXPECTATIONS

The hosting organization is encouraged to be at the Multi-Purpose Center at 4pm on the day of the event. Upon arrival please check in with Rochelle or Janet. There is usually not much set up prior to the event. It's nice for the hosting organization to meet and greet people as they arrive. The building will need to be cleaned up and put back in order at the end of the event. Please have a few people from your organization stay and help.

Please provide enough food to comfortably feed 75 people.

We will provide salt, pepper, water, and coffee.

### PLEASE BRING:

- Soup
- Bread
- Butter
- Dessert
- Paper Cups
- Small Plates
- Napkins
- Garbage Bags



Please contact Rochelle Rogers (360)761-7894 or Janet Cote' -Soup Supper Lead Volunteer (253)632-3695

# SUGGESTIONS

Have someone from your organization stop by to become familiar with the facility.

## Showcase Your Organization

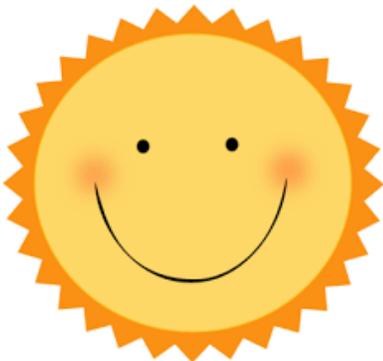
This is a great opportunity to talk about your organization and promote any upcoming events you may have. You may want to share about your impact on the community. Take advantage of the time!

Our announcements are made at 5pm. During this time we will introduce your organization and give you an opportunity to speak.

## Have Fun With It!

You are welcome to play games, host a trivia night, have a sing-a-long, have non-fee based raffles, etc. Please let us know if you would like to incorporate any activities into the evening.

**THANK YOU SO MUCH FOR BEING  
PART A GREAT EVENT THAT  
STRENGTHENS OUR COMMUNITY!**



**Soup  
Supper**

