

Multicultural Dinner to-do list

Teachers:

- Copy and distribute invitations.
- Make passports

PTA:

- Buy plates, napkins, bowls, cups, spoons, forks, knives, tablecloths, golden spoons.
- Buy additional dishes, drinks, desserts.
- Solicit and pick up donations of food?
- Copy and distribute flyer soliciting volunteers
- Recruit and coordinate volunteers
- Recruit/coordinate 5th/6th graders to move food from entrance to buffet tables
- Make signs (e.g. doors open 6pm, don't forget to pick up your dish/container from the kitchen before you leave, price \$1 with dish or \$5 without dish, food served from 6:30pm)
- Heat additional dishes and bring on the night
- Treasurer: bring change and cash boxes
- Borrow carts to move food
- Set up cafeteria/gym on the night
- Oversee buffet line, collect money etc. on the night