

# Family Recipe Potluck



What's your family's signature dish? Host a neighborhood potluck to cook and share cherished family recipes and culinary traditions.

#### Budget

\$180 - \$250

#### Difficulty Level

Easy

#### Location Suggestions

- Neighborhood driveways
- Front yard
- Closed street (Block Party Permit required)

#### City Support

[Mini-Grant funding](#) is available!

## Material List | Estimated Cost

- **Table supplies**
  - Disposable plates, cups, and utensils | \$20
  - Rented tables and chairs | \$40-70
  - Table cloth | \$10
- **Ingredients for cooking your family recipe | \$50-70**
- **Recipes:**
  - Recipe cards | \$5
  - Writing utensils | \$5-10
  - Place card holders | \$20
- **Optional:**
  - Decorations | \$30
  - Block Party Permit

## Step by Step | How to Plan this Event

1-2 Months Before Event

### 1 Set a Time & Location

Host your event around dinner time when your neighbors will be hungry. Your location should have enough space for several tables.

### 2 Obtain Any Necessary Permits and Permissions

If you're closing a residential street, you will need to apply for a [Block Party Permit](#) for an eligible street.

3 Weeks Before Event

### 3 Set Event Guidelines

- Since your guests will need to prepare food for a certain amount of people, **make an estimate about how many people might show up.**
- If you want to know who is coming and what they're bringing in advance, **create a RSVP form using a free form website like [Doodle](#).** That way, all of your guests will know how many people to cook for.
- **Even if your neighbors don't have a family recipe, invite them to bring their favorite dish!**

### 4 Prepare Supplies

**Purchase or gather** all the supplies you need.

### 5 Plan Decorations

Consider if you want to **decorate the venue** to create a warm and inviting atmosphere. You could incorporate fun items that are meaningful to your family.



#### Fun Tip

You can print out the recipes in advance to share at the event.



## 6 Promote Event

Extend invitations to neighbors and encourage them to bring a dish based on a meaningful family recipe. *Ask neighbors to bring printed copies of the recipe, if they want to share.*

- **At Least 2-3 Weeks Before | Social Media and Email:** Post on Nextdoor, Facebook, and/or Instagram. Make sure to clearly ask your neighbors to bring a dish!
- **1 Week Before | Flyers:** Go door-to-door. Design flyers, postcards, or personal invitations and distribute them in your neighborhood.
- **1 Day Before | Reminder:** Send out a reminder message on social media or by email.

 1-2 Days Before Event

## 7 Cook it Up

Give yourself time to make your own dish!

 Day-Of Event | 1 Hour Before

## 8 Set Up

Before the event, **set up** tables, chairs, buffet station, and decorations.



 Day-Of Event | Start of Event

## 9 Welcome Guests

- **Greet guests as they arrive** and provide them with instructions for setting up their dishes.
- Have each guest **write the name of their recipe** on the provided recipe cards.
- **They can prop up the cards next to their dish** using the place card holders. If they brought printed copies of the recipes, put them next to the dish as well.



## 10 Share Your Recipes

As neighbors sit down to eat, give **each of your neighbors time to share about their recipes and what it means to them.** You can go around the table, or you can go down the line of dishes.

## 11 Enjoy the Potluck!

Dig in and enjoy the food!

## 12 Coordinate the Clean-Up

Make sure you clean-up the area to avoid food scraps falling on the ground. Have neighbors take home leftovers!

