

# Community Plate

Serving community one food story at a time.

## Story Sharing Potluck Supper Community Partner Guide

**Overview:** A Community Plate Story Sharing Potluck Supper is a free community event, full of intention, that brings people together, fosters community and connection, and reminds us of the value of gathering around a common table to share food and stories. For a supper to be successful it is important to have a local community partner who can provide connections within the community and assist in planning. This document provides an outline for organizational responsibilities, and a timeline for planning a successful Story Sharing Potluck Supper.

**For more information about suppers, including an FAQ, visit: <https://communityplate.me/suppers>**

### What we provide:

- The program & framework for the evening
- Platform for registration (Eventbrite)
- Press release for event
- Story prompts
- Organize storytellers
- Storytelling workshops (virtual/online) or
- Storytelling coaching for community members
- Event postings on statewide community calendars: PPH, BDN, MPBN, AARP
- Targeted Facebook ads leading up to event
- Communications to attendees before & after event
- Non-disposable dishes, flatware, drinking glasses
- Cloth napkins & tablecloths
- Name tags/pens
- "Recipe cards" for labelling food
- Sound system (optional)
- MC / Host for event
- Vegan/GF stew, bread rolls, cookies/bars
- Editing, design, and layout of mini community cookbook, compiled after event
- Attendee post-event survey
- Free copies of cookbooklet to all attendees, partner, and sponsors

### What we ask of partners:

- Find, arrange, and provide ADA compliant venue
- Provide rectangular tables and chairs
- Introductions and connections to community
- Identify potential local sponsors
- Arrange ( 3 - 6 ) community volunteers
- Identify community storytellers (when possible)
- Publicize through local and partner channels: newsletter, local media/FB page
- Seltzer/coffee/tea/cream and sugar
- Person to introduce CP at event, thank sponsors
- Provide written testimonial about event
- Make a financial contribution to support the event

### What we do in tandem/decide together:

- Choose a theme for the supper
- Community & sponsor outreach
- Organize / instruct volunteers
- Sound system (if existing at venue)
- Photography / videography
- Flowers for tables
- Set up venue
- Take down/clean up venue

### Story Sharing Potluck Supper Planning Timeline

- 6-8 weeks before event: Set date, secure venue, choose theme, begin sponsor outreach
- 5-6 weeks: Publish registration page, begin community outreach, begin organizing storytellers, post to community calendars
- 4-5 weeks: Issue press release, begin arranging volunteers, set story prompts
- 2 weeks: Run targeted Facebook ad, finalize storytellers, offer storytelling coaching to community storytellers
- 1 week: Email attendees with story prompts and supper instructions, get payments & ads from sponsors
- Day before: Email to attendees with final reminders, parking and arrival instructions
- Day of: Set up, Supper, Clean-up
- Day after: Email to attendees with thank yous, and survey link
- Weeks following supper: Recipe outreach, editing, design, & layout of mini community cookbooklet
- 4-5 weeks after supper: Community cookbooklets mailed to attendees

*Community Plate is a Maine nonprofit organization, 501(c)3 status pending,  
operating under fiscal sponsorship of Maine Writers & Publishers Alliance, a 501(c)3 charitable organization  
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