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| **Progressive Dinner Planning Template** |
| **Guests** | **Contact email** | **Entree** | **Main**  | **Dessert** | **Host House - Entree 5.30-6.30pm** | **Host contact** |
| Mary and Bill  | mandb@westnest.com | ✓ |  |  | Eg. Bill and Sue | bill@neighbour.com45 West St0426 222 555 |
| Guest |  | ✓ |  |  |
| Guest |  | ✓ |  |  |
| Guest |  | ✓ |  |  |
| Guest |  | ✓ |  |  |
| Guest |  | ✓ |  |  |
|  |  |  |  |  | **Host House - Main meal 6.30-7.30pm** | **Host contact** |
| Guest |  |  | ✓ |  | \* | \* |
| Guest |  |  | ✓ |  |
| Guest |  |  | ✓ |  |
| Guest |  |  | ✓ |  |
| Guest |  |  | ✓ |  |
| Guest |  |  | ✓ |  |
|  |  |  |  |  | **Host House - Dessert 7.30 pm-8.30 pm** | **Host contact** |
| Guest |  |  |  | ✓ | \* | \* |
| Guest |  |  |  | ✓ |
| Guest |  |  |  | ✓ |
| Guest |  |  |  | ✓ |
| Guest |  |  |  | ✓ |
| Guest |  |  |  |  |
| Use this template to record the names of the guests (singles, couple or families on one line) and what course they are contributing to. Record details of hosts and put the guest and host in contact with each other so they can discuss the meal contribution. The role of host the is to coordinate the meal contributions, provide the venue, glasses nd plates. They may also provide a meal contribution and perhaps develop a theme for the course.  |