

## Monday Supper Host

The Host's job is to staff the Welcome Table, to help the artist feel at home, and to emcee the evening

The Welcome Table stuff is at the bottom corner of the big bookshelf in the hall, nearest the main exit. It is a box of "Monday Supper" supplies: markers, name tags, masking tape, envelopes and an artist thank-you card. There is a bag of cloth napkins there, and a plastic bag with a shiny red table cloth.

5:00 Host greets the Artist any time from now on, showing them the space (and sound system, if they aren't bringing their own)  
The cloth napkins are meant for the tables.  
Host sets up and staffs the welcome table (with the red table cloth), inviting people to make a name tag – loops of masking tape to attach

5:30 Host draws the people together with explanations about the general timeline of the evening, introduces the artist (I will have a paragraph for you), inviting the artist to play a few numbers (15 minutes), making it clear that this is a time to give our best attention to the artist and not chat (and enforcing it).

After set one, host invites us to eat (sometimes the Kitchen Lead speaks) and says grace.

6:05 (ish) When the eating energy dies down a bit, the artist is invited back to play for 15-20. Dessert does not go out in the room until that is over – or at least no-one is allowed to come and get it until the playing is over

6:30 (ish) Host thanks the Artist big-time and invites us to eat dessert.

7:00 Host draws all together again at the end (7pm) with thanks to the kitchen staff and special thanks to the artist. Big applause. If there is leftover food to take home, this should be offered. Say a blessing, if you wish.

Host fetches the cash from the kitchen and puts it in the envelope for Linnea found in the MS supplies box. Fifty dollars goes in the thank-you card and the card is given personally to the Artist (not a public presentation)

Clear up, inviting anybody who looks like they wish they had something to do, to help out.

Monies and the envelope go in the office for Linnea or David. So do the dirty cloth napkins. Lg can launder.