



Dinner at My House for Our House **Host/Chef Guidelines & Information**



Level of Involvement

Many of our participants plan events and cook (or provide a chef/caterer). However, Our House staff are happy to match chefs with venues (and vice versa), so if you can offer a portion of an event, **we would love to work with you!**

Public or Private?

A **public event** is advertised and described in detail in the Dinner at My House for Our House catalog and on our website, which is distributed to Our House supporters and donors in mid-June. Reservations are made through Our House staff or on the website. Dinner prices generally range from \$40-\$175.

A **private event** is not listed publicly. The host invites all guests and **collects donations from their guests**, sending them to Our House after the event. We recommend a donation of \$50 to \$100. Private event hosts are recognized in the Dinner at My House for Our House catalog, but events are not listed.

Planning Your Event

Our House **staff will help you plan your event**, but here are some key points:

- Guests tend to enjoy **special activities**. In the past, we've had **holiday wreath-making, cocktail classes, and wine tasting**.
- A great way to make your event special is to include **live music**. Do you know a musician? If not, Our House staff may have an idea.
- **We recommend not planning an event on a holiday**, since these don't tend to sell well.
- Unfortunately, we have found that **costume parties** have not traditionally been very attractive.
- **Think about traffic when planning your event**. If your venue is in a remote area, you might want to plan for a weekend day, when guests have more time and can avoid rush hour.

"This was the most enjoyable evening ever! Great food and wine, wonderful company. This was a class act all the way!"

– 2015 Dinner Guest

- **Outdoor events in the summer** are crowd-pleasers, but be sure you have a **rain plan**. This is Oregon, after all!
- We strive to meet dietary restrictions whenever possible. Please **consider including a vegetarian, vegan, and/or gluten free option** when planning your menus.

Host Obligations

- Please make every effort to sell tickets to your friends, family and colleagues. **Public event hosts are expected to help sell one quarter of the seats** (private event hosts sell all seats). If you would like Our House to send catalogs to your contacts, please call the events line at (503) 736-9276 and we'll be happy to mail them out.
- Dinner Series hosts **pay for all costs associated with public and private events**. This allows all the revenue generated by Dinner at My House for Our House to go directly toward our mission. Your event costs may be tax deductible depending on your tax situation. After your event, you may request a form to detail your event expenses and we will gladly issue you a receipt letter. Please consult your tax advisor about whether this deduction will be available to you.
- You (or your designee) will be considered the "day-of" event coordinator, unless you specifically request Our House staff involvement or assistance.

"The hosts were exceedingly gracious, the food nothing short of fabulous, the setting -- exquisite house, generous grounds -- is probably one of a kind."

- 2015 Dinner Guest

Our House Staff

- Our House staff will attempt to **sell as many seats to your public event** as we can!
- We are happy to **send a speaker from Our House** to your event so guests can learn about our mission. Speakers may be staff members or volunteers who speak briefly and are available to answer questions. If requested, speakers can be included in the head count so they can participate in the event. Please note that speakers cannot be required to act as "day-of" event coordinators unless this is arranged in advance.
- With advanced notice, **we are happy to provide hosts with remit envelopes** to allow guests to make credit card donations at the event; this is especially helpful for private events.
- For public events, **we will send GoogleMaps directions to your guests** as well as driving instructions. Please use the back of your sign up form to provide any special instructions for your guests.

