



## **Food, Inc.** timeline and planning checklist

### A few weeks before the potluck

- Send out the invites (Use an e-invite service, your Facebook, or email)
- Tally up the RSVPs and take a look at what dish each guest will bring
- Assign guests to bring particular types of dishes if there are any “holes” in your menu: Do you have a good mix of appetizers, entrees and desserts? Are there any vegetarians (or anyone else with special food needs) coming? Are there food options for them?

### A few days before the potluck

- Check your A/V equipment to make sure you’ll be able to watch the film during the potluck
- Check your local listings to make sure **Food, Inc.** is airing at the right time on your PBS affiliate station by visiting <http://www.pbs.org/pov/tvschedule>
- Make sure you have enough:
  - Seating
  - Drinks
  - Silverware and plates
- Check in with your guests to confirm their attendance and their dish.

### Day of the potluck

- Double-check your A/V equipment
- Tidy your house and hide the store-bought cookies behind a container of homemade granola!
- Welcome your guests
- Have a great potluck