

Arts & Lifestyle



Be My Guest

Project



Saskatchewan

Reference Book
&
Activity Guide

4-H MOTTO

Learn to do by doing.

4-H PLEDGE

I pledge
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service,
My HEALTH to better living,
For my club, my community and my country.

4-H GRACE

(Tune of Auld Lang Syne)

We thank thee, Lord, for blessings great
On this, our own fair land.
Teach us to serve thee joyfully,
With head, heart, health and hand.

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Writer: Elya Lam



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada



AGRICULTURE COUNCIL
OF SASKATCHEWAN INC.

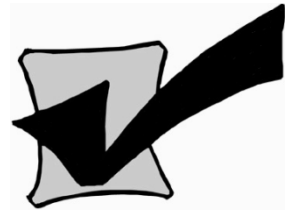
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Objectives



Upon completion of this project, members should be able to:

- ✓ Recognize the different types of events or opportunities for entertaining.
- ✓ Have a basic working knowledge of both formal and informal events.
- ✓ Understand the steps needed to plan a party or event.
- ✓ Have a basic working knowledge of budgeting.
- ✓ Understand the concept of theme and design.
- ✓ Budget for, plan, design, create and send invitations to match a theme/design.
- ✓ Have a basic understanding of invitation etiquette.
- ✓ Understand the concept of atmosphere and how it relates to theme/design.
- ✓ Have a basic working knowledge of the difference between formal and informal dining.
- ✓ Have a basic working knowledge of the different styles and types of place settings.
- ✓ Understand the difference between food allergies/intolerances and food restrictions.
- ✓ Have a basic working knowledge of the different courses of a meal.
- ✓ Understand and use the Canada Food Guide to make healthy food choices, and follow recipe instructions to create food products.
- ✓ Understand and demonstrate the roles of a host.
- ✓ Understand and demonstrate how to be a courteous guest.
- ✓ Demonstrate problem-solving skills.

Unit 1: Introduction



Why entertain?

There are many opportunities to entertain, whether it is for a birthday party, team celebration or “just because”. All you need to do is look for opportunities and take advantage of them! Entertaining allows you to socialize and have fun with friends and family. As a result of these social occasions you will feel good, strengthen your current relationships (and maybe even form new ones) and develop skills you can use for the rest of your life.

What are the types of events?

When entertaining guests, events can be divided into categories such as formal events, informal events, impromptu events and overnight stays.

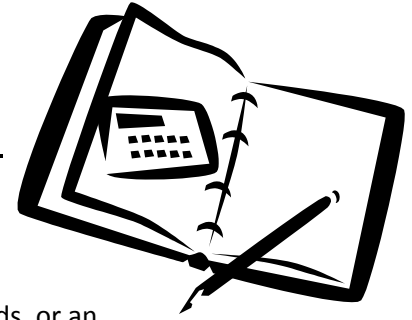
Formal events follow a specific set of rules and etiquette. A formal event is announced by sending out handwritten, computer designed or professionally designed invitations. Guests are expected to dress nicely and the event will probably involve a sit-down meal with formal place settings. There may be some kind of a program, performance or activity. An example of a formal event would be an afternoon tea and piano recital.

Informal events are relaxed, friendly and unofficial. Casual invitations (such as e-mail), or word of mouth, are used to announce an informal event. Guests at informal events may dress casually, and the food is often easy to prepare and eat. There is usually not a formal program, and all activities are fun and energetic. An example of an informal event would be getting together to watch a football game, or having a birthday party at a swimming pool.

Impromptu get-togethers are usually planned at the last minute. You may realize that a favourite sports team is playing and quickly invite some friends over to watch the game. Word-of-mouth, rather than invitations, is used to invite guests and no formal plans are made.

You may also have the opportunity to entertain guests **overnight** or for **extended stays**. This may occur when friends or family come in from out of town to visit. Extended visits may involve formal or informal events (such as hosting a dinner party to celebrate your visiting friend’s birthday), but mainly comprise of making your guest feel at home.

Unit 2: Your Party Planning Book



Creating a Party Planning Book

Whether you're planning a formal dinner party for five of your closest friends, or an informal barbecue for your thirty soccer teammates, it's very important to be organized. Keeping track of all of the planning you have done for a party will help you have more fun when the day of your event comes around.

The easiest way to organize a party is to create a **Party Planning Book**. In your Party Planning Book you will keep a record of things such as who you have invited, what you will eat, what activities you will do and other important information. Your **Entertaining Activity Manual** will help you get started on creating your Party Planning Book. Remember to keep it up to date, and refer back to it often.

A Party Planning Book is also useful for future parties, as it allows you to keep ideas to use for later events. Use it to write down ideas for themes, food options, locations, decorations or anything else that might be useful in the future. You may get ideas from TV shows, magazines or other parties you attend.

The Five Ws (Why, Who, What, When, Where)

Once you've decided that you want to throw a party, or host an event, you have some important questions to answer. These are called the Five Ws – why, who, what, when and where. Over the next few units, we will answer each of the following questions in your Party Planning Book.

- ? **WHY** – Why am I throwing a party? Is it a birthday party for your sister? A year end party for your 4-H Club? Or maybe a party to celebrate your hockey team's recent win?
- ? **WHO** – Who will I invite to my party?
- ? **WHAT** – What type of party will it be (formal or informal)? What kind of activities will I do? Will there be a theme?
- ? **WHEN** – When will my party occur? What day and time?
- ? **WHERE** – Where will I hold my party? How many guests are you planning to invite? Will it be indoors or out of doors? What are your options?

Use your Party Planning Book to capture your ideas, write down your decisions and make your plans!

Unit 3: Putting Together Your Guest List

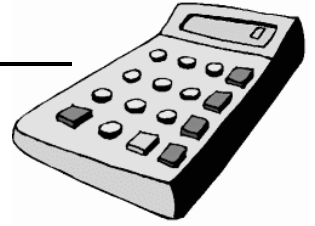
Knowing why you are having a party will help you determine who should be on your guest list. If you have decided to host a party for your baseball team, your teammates and coaches should be on the guest list. If it is a birthday party, you may choose to invite your entire class, or your three closest friends. It's important to talk to your parent/guardian to make sure that your guest list does not include too many people.

The activities that you have planned for your event may dictate how many people are on your guest list. If you are going to play baseball, make sure you invite enough people to have a game. If you are going to a movie theatre, make sure you only invite as many people as are able to fit in the vehicles you will be driving. Not everyone who is invited will be able to come. A good rule of thumb is to plan on about 80 per cent of your invited guests being able to attend.

As you make your guest list, also consider what you would do if an invited guest asks to bring along a friend, or younger sibling. What about parents who wish to stay while their child attends the event? Thinking about these possible scenarios now will help you avoid awkward situations in the future.



Unit 4: Budgeting



When planning an event, it's important to create a budget. You'll probably want to organize the money into different categories so you know how much you can spend on things like invitations, decorations and food.

What is my overall budget? How will I divide this money up?

Your overall budget is the total amount of money that you would like to spend on a party or event. Once you have decided on an overall budget amount, you can allocate (that means divide!) the money to different categories, such as:

- ✓ Invitations
- ✓ Food
- ✓ Decorations
- ✓ Activities and Prizes
- ✓ Equipment or Location Rental

<i>Sample Budget</i>	
Total Amount to Spend – \$100.00	
Category	Amount to Spend
Invitations (e-vites)	\$0.00
Food	\$50.00
Decorations	\$25.00
Games, Activities and Prizes	\$25.00
Location Rental	\$0.00
TOTAL	\$100.00

How can I get my guests to help out?

An easy way to save money, and to make the job of party planning easier, is to ask each of your guests to lend a hand. You may want to get your friends' help by asking them to:

- Bring food
- Help make invitations
- Come early to help you set-up
- Stay late to help you take-down
- Bring games
- Bring lawn chairs or other furniture
- Contribute items that you need but don't have, such as a punch bowl or movie projector



Unit 5: Choosing a Theme and Design



Theme

A theme is a central idea, subject or object around which you can plan a party.

Having a theme can make it easier to plan and create your invitations, decorations and activities.

Theme ideas can come from many places, such as:

- ✓ **Special Interests:** space, fairies, firefighters, a favourite film
- ✓ **Sports:** hockey, soccer, baseball, Olympics
- ✓ **Holidays:** Christmas, Valentine’s Day, Halloween, St. Patrick’s Day
- ✓ **History:** the 1980s, Ancient Greece/Rome, the Wild West
- ✓ **Movies/TV/Music:** Jurassic Park, Sesame Street, Michael Jackson
- ✓ **Cultural Events:** Chinese New Year, Bollywood, Cinco de Mayo

Party themes could also be as simple as a specific colour (pink for a little girl who loves that colour), or a combination of colours (red and white for Canada Day).

Design

Design is how you incorporate the theme into a party through your invitations, decorations, food and activities. For example, a party with a “space” theme may have invitations with a moon and stars, an alien-shaped cake and spaceship decorations around the room. Games may be modified to incorporate the space theme – perhaps the guests could play “Pin the Booster on the Rocket”. A fall/fowl supper could use traditional autumn colours (red, orange and brown) and harvest-themed items (pumpkins, stalks of wheat, cobs of corn) on the invitations and decorations. Food at the event should fit the theme, and consist of mainly items readily-available at that time of year. Games and activities such as square-dancing, crokinole and checkers would be appropriate and fit the autumn theme.

How do I choose the theme/design of my party?

The theme you choose for a party doesn’t matter, as long as it is a theme that will interest and entertain both you and your guests. With a little bit of imagination and creativity, you can incorporate any theme into a party design, and create a party that your guests will always remember. If you come up with lots of ideas to list in your Party Planning Book, you can use them for future parties or events.

Unit 6: Location



How do I decide where to hold my party?

Choosing a location at which to hold a party or event depends on several things – the number of guests, the style of party, time of year and possible costs. Once you know how many people are expected and what your vision for the party is you can begin to brainstorm location ideas.

Brainstorm means to make a list or chart of all your ideas, and then use that list to make decisions. You should always talk with your parents or guardians before you make final location decisions.

Should my party be indoors or outdoors?

Choosing between an indoor or outdoor party depends on the time of year or season, expected number of people and planned activities. Ask yourself the following questions:

- ? Do I have enough space in my desired location to comfortably fit all my guests?
- ? Is the weather going to be nice enough to be outdoors?
- ? Will I be able to do all of my planned games, activities and/or program in my desired location?

Party Location “What Ifs” (Back-up Plans)

If you decide to hold a party outdoors, it’s always a good idea to have a back-up plan in case something goes wrong. Creating a back-up plan means choosing an alternate location and activities which can be used in the event of foul weather, or a last-minute change of plans. Without a back-up plan, if it rains or storms the party may have to be cancelled.

A back-up plan may be as simple as asking your parent/guardian if you can host the party in your home instead of your backyard if it rains. If your back-up plan location is far away from your original party location, you’ll need to contact each of your guests as early as possible to let them know about the change of plans.

Unit 7: Invitations



Now that you have decided to throw a party, you need to start with the most important part of any event – the guests! An invitation is a written way of letting your guests know about a party, and gives them information about the event.

What do I need to include in my invitation?

Once again, we need to use the Five Ws – why, who, what, when and where:

- ✓ **WHY** is the party being thrown? – Having a purpose for your party will help you determine your guest list.
- ✓ **WHO** is sending the invitation? – That’s you!
- ✓ **WHO** is the invitation being sent to? – The name of the guest you are inviting.
- ✓ **WHAT** is the invitation for? – It’s for a party!
- ✓ **WHEN** is the party? – What day is the party scheduled for? What time will it start? What time will it end?
- ✓ **WHERE** is the party? – Where is the party being held? You may need to include a street address for people who are unfamiliar with the party’s location. Remember – always ask your parent or guardian before you give out your home address or personal information.

In addition to the Five Ws, you should also include:

- **Information about the party’s theme** – This may be done by writing down the theme, or through your use of images and colours on the invitation. Make sure you let guests know if the theme requires them to come in costume or bring a gift!
- **An R.S.V.P. notice** – R.S.V.P. is short for the French term “répondez s’il vous plaît”, which translates to please respond. In order to determine how many guests will be coming to the party, you may want them to contact you. This will help you to plan out how much food you will need, as well as decide what kind of games or activities you can do. You will also need to include an R.S.V.P. date – the day by which you would like your guests to let you know if they will be attending.
- **Information about how guests can contact you** – Invited guests will need to let you know if they are coming to your party, or they may have questions about the event. Include information on your invitation about how they can contact you. Make sure you ask your parent or guardian before you give out your phone number or email address.
- **Special Requests** – By now, you should have made a basic plan for the party. Refer to your Party Planning Book – have you decided to have an informal potluck in your back yard? You should tell guests to each bring a food item to share. Are you holding the party at a local

swimming pool? You'll need to tell your guests to bring their towels and swimsuits. Your invitation is the place to tell your guests everything they'll need to bring to the event.

What information do I need from my guests?

Invitations not only give information to your guests about the party you are hosting, but also allow you to ask for information from your guests. You may ask them to respond to you by calling you on the telephone, sending you an email, or mailing a written response. When your guests R.S.V.P. you may also want them to answer such questions as:

? Do you have any food allergies or restrictions?

Some people have very serious food allergies or intolerances. If they consume something that has even a tiny amount of this food in it, they could become very sick or even die. In order to safely serve food to all of your party guests, you should make sure that they don't have any food allergies. Other people may have non-allergy related food restrictions. For example, someone who is a vegetarian does not eat meat or fish. If someone does have a food allergy, write down their information as well as the food they are allergic to in your Party Planning Book. You can refer back to this information when you begin to plan a menu.

? Will you be arriving/leaving on time?

If the event lasts for an hour or more, you can expect that some guests will arrive late or leave early. By knowing what time most guests will be arriving and leaving, you will be easily able to create a schedule for the party. If only a few guests will be arriving late or leaving early, you may want to make special accommodations for them, such as saving them some food if they will be late for dinner. Again, this information should go into your Party Planning Book, so that you can refer back to it when you begin to create a party schedule.

? Who should we contact in the event of an emergency?

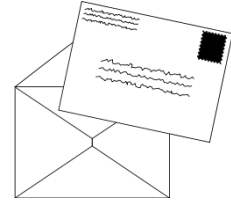
Whenever you are hosting a party or event that will be attended by people under the age of 18, it is very important that you know how to contact their parent/guardian in the event of an emergency. This very important information should be kept in your Party Planning Book. Ensure that your parent or guardian knows where your Party Planning Book is during your event, so that they can find this information if they need it.

? Is there any other information that I should know?

Asking this question allows your guest to give you any additional information that you may not have thought about. A guest may want you to know about an allergy (such as to pets or bee stings), medical conditions that may affect them while at your event, or other applicable information.

How do I send my invitations?

There are several ways to send invitations out. You may choose to use only one method, or you may choose to use all three. It all depends on who you are planning to invite, and what the easiest way to contact them is.



The three methods of sending invitations are:

- **By Mail** – If a guest lives far away, or if you’d like your invitations to be more formal, sending them via Canada Post is a good option. You’ll need to know your guests’ home addresses. Remember, though, this method of sending invitations costs money – around \$0.60 per envelope.
- **By Email** – If a guest lives far away, or if you’d like your invitations to be more casual, you can send them by email. You may choose to use an online web program to design an e-card, or you may design a word document to send as an attachment. Either way, make sure that you are being safe while online.
- **In Person** – If your guest lives nearby, or you see them on a regular basis, you may choose to deliver your invitation in person. This option allows you to give your guest more information about the party, and for them to ask any questions they have right away. It also adds a personal touch that your guests will appreciate.

If you’ve decided to have a very informal party, you may have chosen not to create invitations. If so, you’ll need to give invited guests the information verbally, either in person or on the phone. If you’ve chosen this method of inviting guests, make sure that you remember to pass along all the information your guests will need.

Invitation Samples

Dear Susan,

You're Invited To:



Jenny's Princess Birthday Celebration

When: Friday, March 22
2:00 – 4:30 p.m.

Where: Jenny's House
8876 Rayner Avenue
Moo Town, SK

*Please R.S.V.P. by phone before
Wednesday, March 20*

Contact Information: 555-1515

Please bring your own lawn chairs

This invitation includes all the information that guests need. It also includes written information about the theme of the party. What kind of party is being thrown? What is the theme?

Hey Jon!

Come to the

Rhino's

Hockey Team

End of the Season

Celebration!



Saturday, June 12

1:30 p.m. – 3:30 p.m.

The Lawson Heights
Civic Centre

Please R.S.V.P. to Kevin at 555-6869
*Bring your towel and swimsuit for some
fun in the pool!*

This invitation includes all the information that guests need, but only includes visual information about the theme of the party. Can you guess the theme?

Invitation Etiquette

Etiquette is “the practices and forms prescribed by social convention or by authority” (*American Heritage Dictionary of the English Language*). In other words, etiquette means being polite.

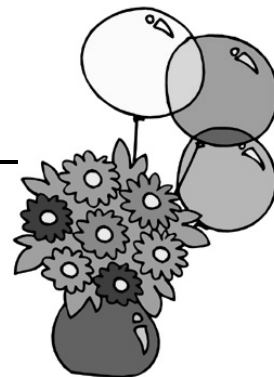
There are a few key etiquette rules to remember when sending invitations:

- ✓ **Spelling counts** – Before you send your invitations, ask a friend or parent to proofread them. This means reading them over to ensure that everything is spelled correctly, especially your guest’s name, and is written using proper grammar.
- ✓ **Give enough time to reply** – A good rule to follow is that invitations should be sent no less than two weeks in advance. Invitations should be sent early enough so that guests are able to make plans and respond. You also want to give yourself enough time to plan once you learn the final number of guests that will be coming to your party.
- ✓ **Be specific about guests** – The name of the guest on the invitation is who is being invited to the party. If you are inviting more than one member of a family, you must mention them all by name, or send an invitation to each person. This will help avoid confusion over who is being invited to the party or event.

Budgeting for Invitations

When you began planning your party, you created a basic budget. Refer back to your Party Planning Book, and see how much money you budgeted for creating and sending invitations. Your budget will help you determine the method you will use to create and send your invitations. Invitations can be created and sent online for free. Creating and delivering invitations by hand can also be inexpensive if you use supplies that you already have at home.

Unit 8: Decorations and Atmosphere



Decorations

When guests arrive at a party, one of the first things they'll notice is your decorations. For this reason, it's important that your decorations reflect both the theme and the style of your party. There are three main types of decorations:

- ✓ **Centrepieces** – Centrepieces are placed in the middle of tables, and are often a focal point of the room. A focal point is an object that is meant to attract guests' attention. Centrepieces can be made or purchased and can consist of almost anything. Some centrepieces are made of natural materials (branches, pine cones, wheat stalks), candles, balloons, flowers or lights. If a centrepiece will be placed on a dining table, it should be low enough that people are able to see overtop of it to visit during the meal.
- ✓ **Wall Decorations** – Wall decorations are anything that can be hung on a wall. Wall decorations can include banners, artwork, flags or balloons. As with centrepieces, wall decorations can be made or purchased and are limited only by your imagination. Before hanging anything on a wall, ask an adult in charge what you can use to hold the item up. Some places will only allow you to use certain types of adhesives, such as tape or sticky-tack.
- ✓ **Hanging Decorations** – Hanging decorations are anything that can be hung from the ceiling. Hanging decorations can include balloons, piñatas, or flags. Again, remember to ask an adult in charge before you hang anything from the ceiling – you don't want to risk damaging the property.

If you are hosting a formal event, you may want to include place cards as part of your decoration budget and plan.

Atmosphere

Atmosphere is the mood created at a party through the use of decorations, table settings, lighting and music. An energetic and up-beat atmosphere can be created with brightly coloured (such as orange and lime green) decorations and high-tempo pop or rock music.

Creating a relaxed atmosphere may involve putting out many comfortable seating and lounging areas, using muted colours (dark green, brown) and offering comfort foods, such as potato chips. To create a formal and elegant atmosphere, try dimming the lights and using candles. Dark, rich colours such as purple or navy and softly-played classical music will add to the effect.

What is my decorating budget?

When you began planning your party, you created a basic budget. Refer back to your Party Planning Book, and see how much money you budgeted for decorations. Your decorating budget will help you

determine how many decorations you will have and what they will be made of. While it is easy to go to a party store and purchase or rent decorations, with a little imagination and supplies you find around your home, you can create inexpensive decorations that match your theme, and add to the atmosphere of the party. If your budget is limited, but you don't have the time or ability to make all of the decorations you would like, ask friends and family if they have items you can borrow. Many people have items such as candles, strings of lights, balloons and streamers left over from past events.

How can I incorporate my theme?

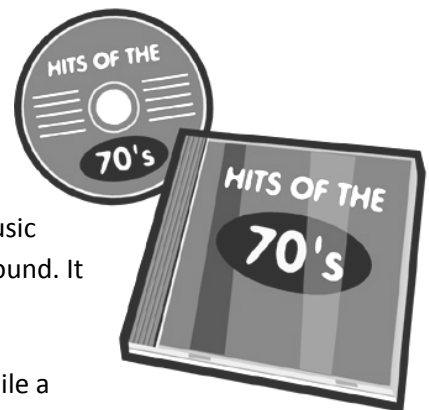
By this stage in the planning process, you've already decided on a theme for your party. As mentioned earlier, having a theme makes planning your decorations much easier. Begin by brainstorming all of the images and objects that are typical of your theme. Some examples are:

- **Western** – horses, saddles, cowboy hats, cowboy boots, lassos, chaps, horseshoes, straw bales, bandanas
- **Beach Party** – beach balls, sand pails, shovels, towels, sunglasses, sandals, shells, umbrellas, boats, starfish
- **Canada Day** – maple leaves, Mounties, maple syrup, beavers, Canada geese, moose, red and white

Once you have created a list of objects and images, you can begin to turn those ideas into decorations. Off of the list, what could be used as centrepieces? What images could adorn your walls? Is there anything that you could hang on your ceiling?

Music and Lighting

Music and lighting can also help create atmosphere at a party. Your choice of music may be influenced by your theme, style of party or both. For example, country music would be the obvious choice for a "Western" themed party. However, music for a "pink" themed party is not as easily chosen. In circumstances such as these, it is best to choose music that you believe your guests would enjoy listening to. You should also consider the style of the party – regardless of how many people enjoy loud rock music; it's probably not the best musical choice for a formal dinner party. Remember, music is meant to create atmosphere by being played quietly in the background. It should not be so loud that your guests have trouble hearing others.



Typically, soft and dim lighting create a more formal atmosphere, while a bright and well-lit room will seem more casual. Keep in mind the activities that you have planned for the party, as you want to ensure that your guests are able to see and participate in everything you have planned.

Unit 9: Menu Planning



The S.T.A.N. Method

In nearly every culture around the world, food is an important part of every get-together. The S.T.A.N. Method is a way to help you plan a menu for a party. S.T.A.N. stands for:

Style of party – Is the party formal or informal? Some foods are more suitable to formal dining than informal. For example, soup would not be easy to eat at an outdoor, informal barbecue where people will be sitting in lawn chairs and not at tables.

Time of day – What time of day will the party be held? Will you be serving lunch? Dinner? Afternoon snacks?

Amount of money – How much money do you have to spend on food? If you wish to save money, consider having your guests bring food items to share. This is called a potluck.

Number of guests – How many guests will be attending the party?

Use the S.T.A.N. method to complete the menu planning activity in your Activity Guide.

Food Allergies, Dietary Restrictions and Preferences

When you sent out invitations to all of your guests, you should have found out if anyone had any food allergies, dietary restrictions and food preferences. You never want to endanger a guest if there are severe food allergies involved. It's important to ensure that all guests, regardless of dietary restrictions, are able to eat something at the party.

In your Party Planning Book, you should have made a list of the food allergies and dietary restrictions of your guests. Refer back to it while you are making a menu. Remember, if a guest has a severe food allergy, you should avoid all food products that contain that ingredient. If a guest has a dietary restriction or a food they greatly dislike, you don't need to avoid it entirely – just make sure that there are other food items your guest can eat.

Planning and Shopping Lists

Once you have completed the menu planning activity in your Activity Guide, and created a menu for a party, you'll need to make a shopping list. You may need to keep your recipes on hand while you make your list to ensure that you have (or will purchase) all the necessary ingredients for each dish.

Before you begin, make a plan. Who will buy the groceries and when? Who will make each dish? When? Make sure you give yourself enough time to solve any problems that may arise, but don't compromise food quality and safety by making items too far in advance.

When making a shopping list, consider all of the food items, condiments (toppings), drinks and utensils that you will need. You may wish to make two lists – one of items to collect from your home and one of items to buy. As you make your lists, divide them into categories according to food groups/items. This will make it easier for you to stay organized as you walk through the grocery store. Some of the categories you may use are:

- ✓ Dairy
- ✓ Fruits
- ✓ Vegetables
- ✓ Bread & Grains
- ✓ Meat & Fish
- ✓ Drinks
- ✓ Condiments
- ✓ Snacks
- ✓ Utensils & Napkins

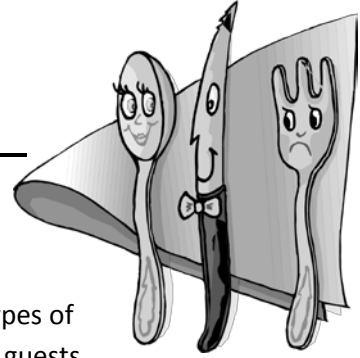
Remember to ask your parent or guardian for permission and advice before you go shopping. They may know of ingredients/supplies that they have on-hand, which will save you time and money.

Locally Produced Foods

When considering foods to serve at an event, think about what type of products are in season in your area. If you live in northern Saskatchewan, there will be a multitude of fresh Saskatoon berries in the summer. If you live in Eastern Canada, fresh and locally-caught seafood should be easy to come by.

Whenever possible, consider foods that have been grown or prepared by local farmers, ranchers and businesses. This will have a positive impact on the environment (your food has not had to travel long-distances), the local economy (you are supporting local businesses) and your health (the food is fresh and does not contain a lot of preservatives). Buying locally may also have an impact on the taste and texture of your food products. Fresh foods usually taste much better than pre-packaged foods from the store. An excellent resource to use is Hellman's Real Food Movement. This website (found at www.hellmanns.ca/realfoodmovement) provides information about what foods can be easily found in your area of Canada during the season and includes recipes for how to use them.

Unit 10: Dining and Place Settings



What are the types of food service?

If you will be serving food at a party or event, you'll need to consider the types of food service. Food service refers to the way in which food is served to your guests.

The three most common types of food service are:

- **Buffet** – Buffet service involves placing all the food and drink items on a table. Guests file alongside the table, filling their plates as they go. Buffet service is an informal or casual way of serving food. If you are serving food buffet style in your home, consider how you will lay out the meal. Is your table long enough to hold all of the utensils and food items? Could you use your counter as an additional serving station?
- **Family** – Family service is another way of serving food, one which is probably used on a regular basis in your home. Guests sit around a table, and bowls and plates of food are placed on top just like at home. The food is passed around and each guest serves him or herself. Depending on the place settings used, family service can be formal or informal.
- **Plated** – Plated service (also called American service) is a very formal style of serving food. In this type of service, waiters deliver pre-served plates of food to each seated guest. This option is not commonly used at personal events, but could be a fun option for you and your friends if it fits with your theme. Could you ask a sibling or family member to act as a “waiter” for the night?

What are place settings?

Place settings refer to the way in which plates, bowls, cutlery and other utensils are placed on a table. Regardless of where you go to eat, there are some basic place setting rules that are always followed:

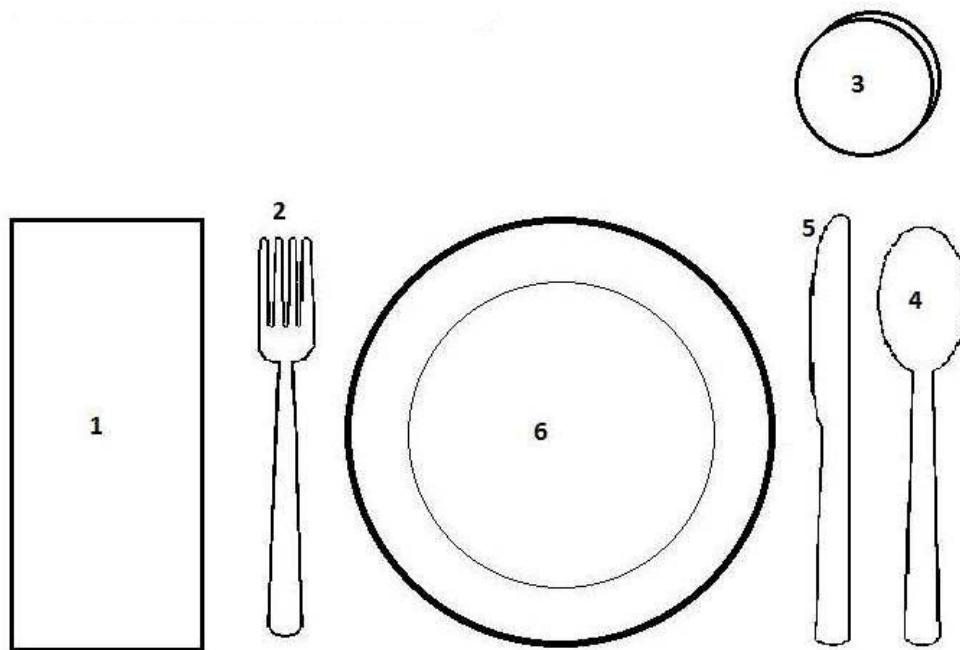
- **Only set out the utensils which will be needed for a specific meal.** If there is no soup being served, you don't need to set out soup spoons or soup bowls.
- **Cutlery should be laid out in order of usage from left to right.** The fork that is furthest to the guests left will be the fork they use for their first course (usually salad).
- **Some utensils may be brought out with a food course.** It is not always necessary to place a dessert spoon on the table; it may be easier to bring one for each guest when dessert is served.

The following place settings are guidelines only and are meant for luncheon or dinner use. If you would like more information on place setting and table manners, an excellent resource can be found on the Emily Post Institute website: www.emilypost.com/everyday-manners/table-manners.

Basic Dinner Place Setting

A basic place setting refers to the absolute minimum amount of utensils that you would need to eat a meal. Basic place settings may be used at buffets, or family-service style meals. The following diagram illustrates what utensils are needed, and where they should be placed for this style of place setting.

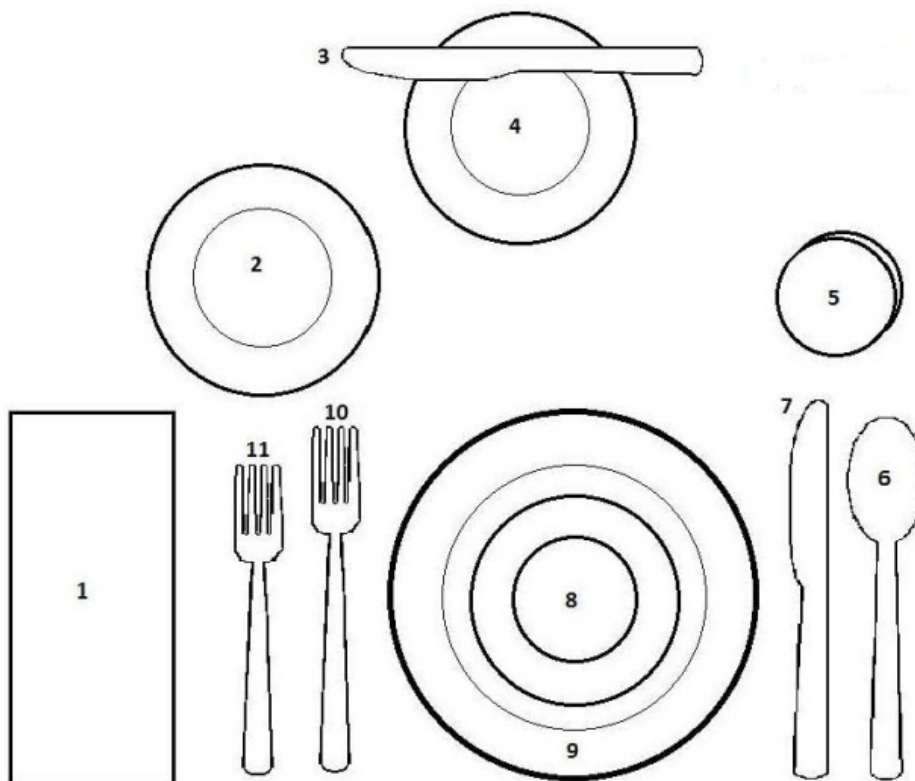
1. Napkin
2. Dinner Fork
3. Water Glass
4. Soup Spoon
5. Dinner Knife
6. Dinner Plate



Informal Dinner Place Setting

Informal place settings are used at family-service style meals, or casual plated-service meals. The following diagram illustrates what utensils are needed, and where they should be placed for this style of place setting.

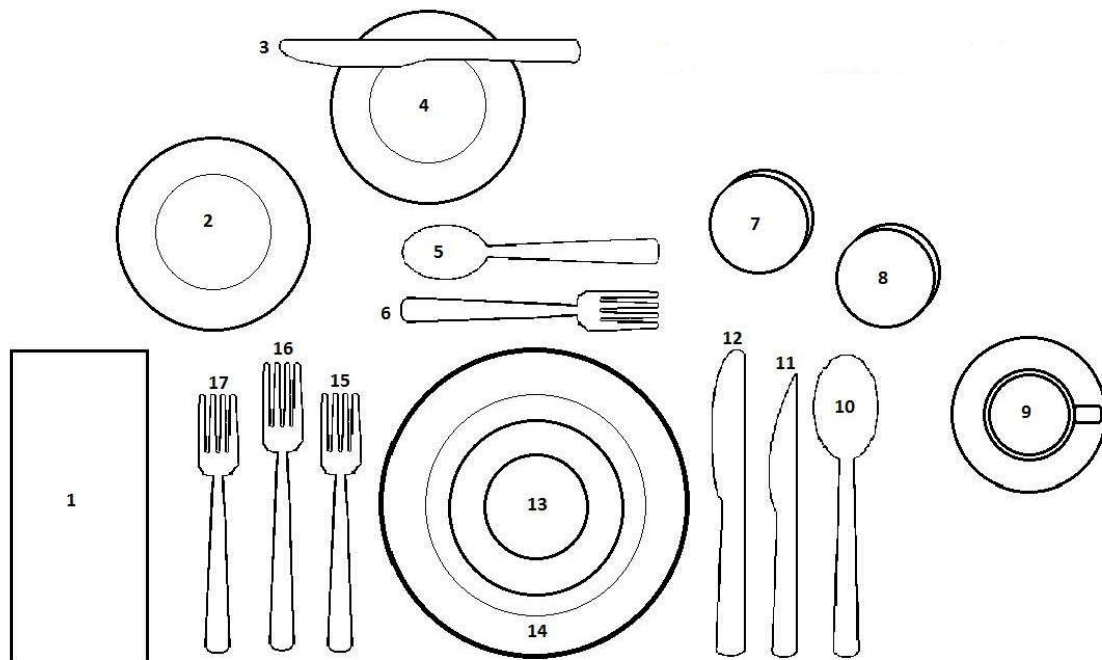
1. Napkin
2. Salad Plate
3. Butter Knife
4. Bread and Butter Plate
5. Water Glass
6. Soup Spoon
7. Dinner Knife
8. Soup Bowl and Plate
9. Dinner Plate
10. Dinner Fork
11. Salad Fork



Formal Dinner Place Setting

Formal place settings are used at only the most elegant of plated service style meals. The following diagram illustrates what utensils are needed, and where they should be placed for this style of place setting.

- | | |
|---------------------------|-------------------------|
| 1. Napkin | 10. Soup Spoon |
| 2. Salad Plate | 11. Fish Knife |
| 3. Butter Knife | 12. Dinner Knife |
| 4. Bread and Butter Plate | 13. Soup Bowl and Plate |
| 5. Dessert Spoon | 14. Dinner Plate |
| 6. Dessert Fork | 15. Salad Fork |
| 7. Water Glass | 16. Dinner Fork |
| 8. Wine Glass | 17. Fish Fork |
| 9. Cup and Saucer | |



Napkin Placement Alternatives

Depending on your event, you do not always need to place your napkin in the location indicated in the diagrams above. Other napkin placement alternatives are:

- **Napkin Ring** – Roll up the napkin in a napkin ring, and place beside the plate.
- **Bread and Butter Plate** – Fold the napkin into an attractive shape, and place on the bread and butter plate.
- **Dinner Plate** – Fold the napkin into an attractive shape, and place on the dinner plate. There are many ways of folding a napkin, including ways to make it into the shape of a swan or flower!
- **In Water Goblet** – If your water goblet is large enough, you can accordion-fold your napkin, and place it in the water goblet.

What equipment and supplies do I need for my party? How can I get them?

If you have a general idea of what food you will be serving at a party, and how many guests will be coming, you can figure out what utensils you will need. Ask yourself the following questions.

- ? What service style will I use at my party?
- ? Will basic, informal or formal place settings be more appropriate for the style of my party?

Once you have answered these two questions, you can look at the place setting diagrams above, and make a list of what utensils you will need. Remember, you do not need to set out utensils which will not be used. There is no need to set out a salad fork if you will not be serving salad. Also consider additional items that you may need, such as serving utensils (a ladle for soup), holding dishes (bowls for potato chips), cups (mugs for coffee and glasses for juice), tablecloths and napkins.

Refer back to your Party Planning Book, and see how much money you have designated for equipment and supplies. If you do not plan on spending any money on these things, look around your home and see if you can find the plates, bowls, glasses, mugs and cutlery that you need. If you don't have enough dishes, ask a friend or neighbour if they would be willing to lend you some dishes for the night of your event. Make sure you return them clean and in good condition! If you choose to use dishes you have at home, keep in mind that you will have to carefully wash them and put them away after your party.

If a party is being held in a location other than your house, you will also need to consider how to transport all of your utensils. If you are hosting an event at the park, fragile glass bowls could easily break on the trip over or during the event. If you do have money to spend on utensils, and are hosting an informal style party, you may choose to buy disposable dishes. Although disposable dishes are durable and do not need to be washed or put away, make sure you consider their environmental impact. It is sometimes possible to purchase disposable dishes that are compostable – they will easily break down and disintegrate in landfills.

Place Cards

Whether your meal is formal or informal, you may want to designate where guests should sit at the table. This allows you to introduce guests to each other and encourage your guests to interact. Place cards, a card with a guest's name written on it, will show your guests where their assigned seat is. You may choose to make place cards by hand, or on the computer. When writing out your guests' names double-check that you have spelled them correctly. Your place cards may have an image or border to match your theme. Most place cards are small squares of paper folded in half so that they will stand, although you can be as creative as you'd like!

Table Linens

The term table linens refer to items used at a meal such as tablecloths, napkins and table runners. Although in the past all of these items were made of actual linen, table linens today can be made from a variety of fabrics or from plastic. Not all table linens must be used at every meal. The main types of table linens are:

- **Tablecloth** – A large piece of fabric or plastic to cover your table, and usually in a colour to match your theme.
- **Table Runner** – A long, narrow piece of fabric or plastic that runs along the centre of the table. Its purpose is mainly decorative.
- **Placemats** – A rectangular or oval piece of fabric or plastic set at each place. All of the dinner utensils are set on top of the placemats. May be practical (keeps the tablecloth clean) or decorative.
- **Cocktail/Appetizer Napkin** – Small, square napkins made of paper used for informal events.
- **Dinner Napkin** – Large, rectangular cloth napkins used at formal events.

When planning your table linens, it is important to consider whether you want to use reusable (cloth) or disposable (plastic/paper) linens. Each one has pros and cons.

<i>Reusable Table Linens</i>	<i>Disposable Table Linens</i>
Formal	Informal
Can be used multiple times	Can only be used once
Must be laundered	Quick and easy clean up
Very sturdy	Can be easily ripped
Expensive	Inexpensive

Unit 11: Food Preparation and Presentation

When planning to serve food at a party or event, it is important to have some knowledge of the different parts of a meal. Dinners and lunches are usually divided into the categories of drinks, appetizers, salads, main courses and desserts. Remember, if a party or event does not occur during a normal meal-time, it's perfectly acceptable to serve only a few snack foods and drinks.

Drinks

Drinks (also called beverages) can be either cold (water, juice, soda) or hot (coffee, tea, hot chocolate). Many cold drinks can be purchased pre-made, while most hot drinks must be prepared at your home.



Appetizers

Appetizers are small portions of food that are served before a meal. Appetizers are sometimes called “hors d’oeuvres” or “amuse bouches”. Traditionally, appetizers are either meant to “tide you over” until the meal is served, or to stimulate your appetite. There are hundreds of possible appetizers (both hot and cold) that you can serve at a party, such as bruschetta (tomato and basil on toast), cheese trays or fried wontons. These appetizers can be store-bought or prepared at home. Appetizers can be the only food served if it is not meal time.

Salads

Salad is usually the first course of any sit-down meal, and is sometimes referred to as a “side-dish” when served alongside other foods in a buffet or at family-style service. Traditionally, salads were combinations of cold, uncooked vegetables, but may now contain almost any ingredient. To make your salad more interesting, you may choose to add fruit, nuts, cheese, pasta or grains. Salads are usually topped with some type of dressing, either store-bought or homemade. Vegetables and dip can also count as a salad course, and may be cleaner and easier to eat than traditional salads.



Entrées

An entrée, also called the “main course” is the core portion of any meal. It usually contains a protein (meat or tofu), vegetable and a grain product.

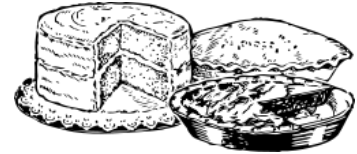
Examples of entrées include:

Protein	Grain	Vegetable
Hamburger/Hot dog	Bun	Grilled zucchini
Chicken breast	Rice	Steamed broccoli with cheese sauce
Ground Beef	Pasta	Chunky vegetable pasta sauce

When choosing foods for an event (and particularly when creating entrées) consider **Canada's Food Guide**. Canada's Food Guide is a document that has recommendations for healthy diet and lifestyle choices, based on your sex and age. Canada's Food Guide recommends eating a wide variety of foods from four food groups – fruits/vegetables, dairy/alternatives, grains and meat/alternatives. Try to include at least one item from each of these food groups in your entrées.

Desserts

Dessert is the sweet course that is served at the end of a meal. Examples of desserts are cakes, cookies, ice cream, fruit and pies. Desserts may be offered as individual servings (one piece of cake on a plate per person), or “self-serve” style (a large tub of ice cream and a variety of toppings for guests to choose from).



Snacks

Snacks are small portions of food that are generally served between meals. Examples of snacks are crackers and cheese, or chips and dip. Generally, snacks are only served at very informal events.

Plating and Presentation

As the old saying goes, “You eat with your eyes”. If this is true, then food plating and presentation is incredibly important when you are serving food. There are two ways to make your food attractive to look at:

- **Use** interesting dishes or utensils. Ask your family or neighbours if they have vintage china, dishes in interesting colours (red) or shapes (square) or alternative dishes you could use. You are only limited by your imagination. Some ideas include:
 - Place a napkin in a woven basket, and use it to hold buns or bread.
 - Hollow out a watermelon, and use it to serve fruit salad.
 - Use glass jars as drinking glasses.
 - Serve cupcakes on a clean, upside down flowerpot.
- Arrange food in a unique way. Try arranging raw vegetables into a star shape on a serving tray, or stacking cupcakes into a tower. You may also want to garnish or decorate, your dishes with edible items. Parsley, a green-leafed herb, is often used as a garnish on the sides of entrée plates. There are many edible flowers (such as dandelions, calendula, chive flowers and “johnny-jump-ups”) and plants (parsley, basil, oregano, thyme) that you can use as garnishes, or you could choose to sprinkle spices or powdered sugar over your dish. Another way to uniquely present your food is to use a condiment (such as ketchup, or chocolate sauce) to make a pattern or design on the serving plate before you place your food item on it.

Canada's Food Guide offers online meal and menu planning assistance, as well as nutritional information for many foods. As you consider what types of food to serve at an event, visit www.hc-sc.gc.ca/fn-an/food-guide-aliment/using-utiliser/plan-eng.php.

Foods That Fit

The theme and style of an event will dictate what types of food you decide to serve. Also, keep in mind the age of your guests; five-year-old guests at a birthday party might appreciate pizza more than a T-bone steak. The following list can help get you started.

Style	Theme	Drinks	Appetizers	Salad	Entrée	Dessert
Informal Family-Style	Back-to-School Barbecue	Soda Water	Taco chips Salsa	Vegetables with dip	Hamburgers Hot dogs	Ice cream sundaes (self-serve)
Informal Buffet	Birthday Skating Party	Iced Tea	Fruit slices	Garden salad Salad dressing	Pizza (3 flavours)	Chocolate cake
Formal Buffet	Graduation Luncheon	Punch Coffee	Crackers Cheese	Spinach salad with fruit	Grilled salmon, rice and asparagus	Pie with whipped cream
Formal Family-Style	Anniversary Dinner Party	Punch Coffee Tea	Store-bought appetizer combo (wonton wrapped shrimp, cheese rolls, mushroom caps)	Caesar salad	Chicken-Alfredo pasta with broccoli	Individual servings of trifle

Unit 12: Scheduling and Entertainment



Party Scheduling

It is important to have a schedule for both the days leading up to your event, and for the party itself. Your “big-picture” schedule will ensure that you get all of the necessary work done, and a party schedule will help make sure you are able to do all of the activities that you want.

When planning a big-picture schedule, consider when the following will happen:

- | | |
|-----------------------------|----------------------------|
| ✓ Grocery shopping | ✓ Cook food |
| ✓ Make/find decorations | ✓ Make or buy ice |
| ✓ Clean your house/location | ✓ Get dressed and prepared |
| ✓ Set up furniture | ✓ Set out food and drinks |
| ✓ Set up decorations | |

When making a party schedule, it is also important to have an estimated end time for the event, so that people who are being picked up are able to make tentative plans for a ride home. When making a schedule for a party, there are two questions that you should ask yourself:

- ? What specific things (eating, games, photos, etc.) will happen at the party?
- ? How much time do I need to spend on each of them?

Games and Activities

At most informal parties or events (and at some formal ones), there are a variety of games or activities to entertain guests. The games and activities you choose will depend on your location and what you think your guests will enjoy. If your guests do not all know each other, it may be helpful to plan some games and activities that will introduce them to each other.

Some possible game ideas include:

- Board games (Checkers, Monopoly)
- Action games (Capture-the-Flag, Kick-the-Can)
- Charades

Activities that could be a part of a party are:

- Crafts (tie-dying, mask making)
- Karaoke
- Slip-N-Slide
- Snow Sculpture Contests



Remember, the best games and activities are ones that all of your guests can participate in! The party games activity in your Activity Guide includes information on websites that will teach you new games.

What is a program? Should I have one?

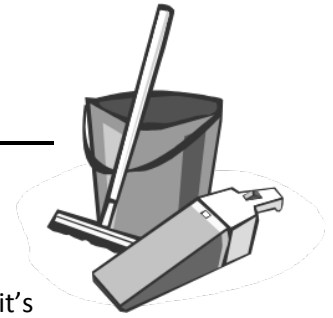
A program is a scheduled time of performances, toasts, speeches and/or entertainment. During a program, guests will sit and watch. Although programs are more common at formal events, the decision to have a program at a party is entirely up to you and what you believe your guests will like.

If you decide to have a program at the party, some of the things you may include are:

- **Performances** – Do you play the piano? Does your friend James love to sing? Live musical or theatrical performances are commonly part of programs at events. If you decide to include performances in your program, make sure you have the necessary instruments, equipment and sound system.
- **Toasts** – If there is a guest of honour at your party (such as the birthday boy), you may want to ask one or two guests to give a toast. A toast is a short speech where someone talks about the guest of honour – what they like about them and their hopes for them in the future. At the end of a toast, all the guests raise and clink their glasses before taking a drink.
- **Speeches** – In a more formal program, there may be one or two speeches that are given. These speeches are usually about the guest of honour, or may be comedic (funny). Another option is to have an “open mic” time, where guests can share stories or memories.
- **Entertainment** – There are many other entertainment options that can be part of a party program. If you are hosting an end of the year barbecue for your soccer team, you could watch a slideshow with pictures from your season. A Harry Potter themed party may include a short magic show during the program.

If you decide to include a program in your party schedule, make sure that you don’t make it too long – your guests will probably not want to sit for longer than 45 minutes!

Unit 13: Preparing Your Location



Cleaning

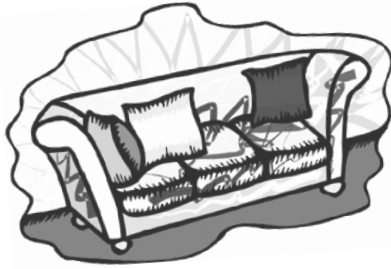
The majority of parties and events are hosted right at home. If this is the case, it's important to prepare for a party by getting your house clean. The last thing you want is for your guests to find your dirty socks on the couch, or run out of toilet paper in the bathroom!

When cleaning, it's helpful to divide your house according to the specific rooms that will be used. Save yourself some work – there is no need to clean your storage closet if no guests will be seeing it! Before you begin cleaning, make sure to ask your parent/guardian where to find the cleaning supplies and which ones to use. Many cleaning supplies are poisonous, so you should always be very careful – read the labels to find out which products are corrosive or toxic. Wear gloves when using cleaning chemicals, and never inhale or ingest any products that you are using.

The following checklist may help you when you begin cleaning your house. If you don't know how to clean a certain item or area of your house, visit www.howtocleananything.com for a wide variety of cleaning resources and information.

Kitchen/Dining Room: <ul style="list-style-type: none">● Wipe counters● Sweep floor● Wash table● Wash and put away dishes	Living Room/Family Room: <ul style="list-style-type: none">● Put away clutter (movies, books, clothing, etc.)● Wipe coffee and end tables● Vacuum or sweep floor
Bathroom: <ul style="list-style-type: none">● Clean toilets (inside and out!)● Wipe down sink and counter● Clean mirror● Sweep floor● Set out extra toilet paper	Backyard (for an outdoor event): <ul style="list-style-type: none">● Clear the yard of garbage, clutter and obstacles. Move that lawn mower!● Clean up dog poop (if you have a dog)● Set out lawn chairs (if needed)

If you are hosting overnight guests, you will also need to clean the area where your guest will be sleeping. See Unit 15 for more specific details.



Tables and Seating

No matter what style of party, your guests will need places to sit. Look around your house (or other party location), and see where guests can sit. If you are going to be serving a formal meal, you'll need a table (or tables) and chairs. If your dining room is not big enough, consider other options. Do you have extra chairs in your office? Could you put cushions on the floor, and eat off of the coffee table? Most formal meals involve a seating arrangement. Make sure you create and set out place cards so that each guest knows where to sit!

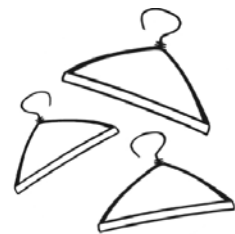
When planning your tables and seating, consider ways to incorporate your theme. Do you have coloured cushions that you could place on your couches? Does each of the tables have a centrepiece or matching tablecloth?

If no meal (or a very informal meal) will be served, guests may choose to sit in places other than the dining room. When setting out extra seating, try to create small groups of three or four seats rather than placing all of the seats in a large circle. This will make it easier for your guests to visit, and get to know one another. Also consider tripping hazards. What objects might you need to move out of the way? If an item such as a coffee table will interfere with your "conversational groupings", or be in the way of people walking around, ask a parent/guardian if you can slide it against a wall or into a different room.

An event held outdoors involves special table and seating consideration. You may have asked guests to bring their own lawn chairs. If not, what about laying down some clean sheets or blankets on the ground to act as seating areas? (Make sure you ask a parent or guardian which bedding items you can use). Outdoor events are usually informal, and guests may be comfortable eating out of their laps. If you don't have a table that you are able to move outside for food service, consider allowing guests to get their food from inside the house, and then go outside to consume it.

Coat and Boot Storage

If an event will be held indoors, you'll need to find somewhere to store guests' coats and shoes. If you have room in a front hall closet, this is the easiest place as guests can hang their coats up as they enter your home. If there is no room in a closet, you can place coats on a bed in a bedroom, or in a clean storage room.



Boots and shoes can be left by the front door. If the weather is poor, and there is a chance of mud or water being tracked in, you can make an easy boot mat by laying down a large black garbage bag. When boots are placed on it, the garbage bag will keep the mud and water from getting onto the floor, making cleanup much easier!

Food and Drink Service

As a host, it is polite to offer your guests a drink shortly after they arrive. If you will be busy greeting guests, you can set up a drink station so that guests are able to help themselves. You'll need to set up a table, and place your drinks on top of it. If you are setting out big jugs or pitchers of drinks, you'll need to also set out cups or glasses. Setting out a marker so that guests can write their name on their drinking glass will ensure that guests only need to use one glass throughout the entire event.



If you are having a formal-plated or family style meal, you'll probably have people acting as servers who will deliver food to each guest or set the food out on the table. For buffet service, however, you'll need to set up a separate food table so that guests can serve themselves. You can make your buffet single-sided (guests walk along one side), or double-sided (guests walk along both sides – must be two of each dish for this to work effectively). When laying out a buffet table, there is a specific order in which items should be placed in order for service to go smoothly.

Dishes/Napkins/Utensils → Salads → Cold Side Dishes → Bread → Hot Side Dishes → Entrées → Desserts

You may also set up a separate dessert buffet table. Remember to set out additional dishes and utensils for dessert.

Other Considerations

The style and purpose of the event will dictate exactly what needs to be set-up at your location. For example, if you are hosting a baby shower you will need a place (perhaps a table) for guests to place their gifts on. If you are hosting an anniversary party for your grandparents, you may want to set-up a guestbook signing table with a basket to hold cards. It's important to always ask a friend to review your event plans, and to help you catch any mistakes or omissions that you may have made.

Decorating the Space

By this stage in the party planning process, you should have already planned and created all your decorations. All that is left is to display them! Begin by assembling all of your decorations, including your centrepieces, wall decorations and hanging decorations.

Depending on the type of decorations you've created, you'll need to find ways to hang them from the ceiling or walls. Be sure to ask your parent/guardian, or an adult in charge of the party location, what you can use to hang your decorations. Many buildings have very strict rules about using tape or thumbtacks on the walls.

When guests walk into the party, you want their eye to first be drawn to one of your decorations – the focal point. As you decide where to put your decorations, try to display your chosen focal point so that guests will notice it right away. If your focal point is a centrepiece, consider displaying it on a table in the centre of the room. Try to space the rest of your decorations evenly around the space. Wherever guests look, they'll be reminded of your party's theme!

Music

If you've chosen to have music playing at a party, you'll need some sort of sound-system. An mp3 player and speaker, or a small stereo will work well. If the party is outdoors, you may need to ask an adult to help you run an extension cord from the nearest electrical outlet. Remember – your music should be loud enough to be heard, but not so loud that guests have difficulty carrying on conversations or that the neighbours complain!



Entertainment

Have you decided to have a program at your party? Then you'll need some sort of a stage, or designated performance space. A few chairs set in a semi-circle, or a designated "stage" outlined with sidewalk chalk on your garage floor – how you set up your performance space is entirely up to you! Make sure that you know what kind of equipment your performers need so that you can have it ready to go.

Being a Good Neighbour

If you are hosting a party at your home, it is common courtesy to let any neighbours within hearing distance know about your event. You don't want them to be upset by extra vehicles parked on the street, or the extra noise from your house. Let them know the date, time and reason for your event. Better yet, invite them to join in!



Unit 14: Being a Host

The role of a host is to make sure that guests are having an enjoyable time at an event, that they are comfortable and have all they need.

What is my job?

As a host, you will have several responsibilities during an event:

- **Meet and greet guests at the door.** Give them information about where to find things such as drinks and the bathroom, and tell them about any activities that will occur. Some guests may arrive up to 30 minutes before the party is scheduled to begin. If you're not quite done getting ready, you can ask your guests to lend a hand.
- **Introduce guests.** If you have a large party where not everyone knows each other, one of your jobs as a host is to help your guests get to know one another.
- **Manage the event.** Make sure that food and drinks are available when they need to be, and organize games/activities/entertainment. You may want to recruit a friend to help with this part of the event.

As a host, it is also your responsibility to problem-solve. At every event, there will be unexpected issues that arise. Perhaps a guest arrives early, or someone forgets to bring the dessert. It is your responsibility as the host to take control of the situation, and find a way to deal with the problem. If someone forgets to bring dessert, maybe you could ask a few group members to help you bake some cookies, or take a group trip down to an ice-cream shop!

Photos

Photos are a great way to record an event, so that you and your friends can look back and remember all the fun you had! As a host, you may want to make arrangements so that you have photos from the party. If you have a friend or family member who loves photography, consider asking them to attend your party as the "official event photographer". If money allows, a fun way to document your party is to give out disposable cameras to some (or all) your guests. At the end of the party, you can gather the cameras and have the pictures developed. You'll likely end up with some very funny photos!

Party Favours

Some events, such as birthday parties, traditionally involve gift bags or treats sent home with guests at the end of the party. Party favours can be small toys or tools that fit your theme, or small food items. At a vehicle-themed birthday party for your five-year-old brother, you may choose to send a party favour of several small toy cars. If you are hosting a formal black-and-white themed dinner party, send guests home with beautifully decorated cookies that match your theme.



Although party favour gifts and treats are not required, it is a token that will help your guests remember your event.

Unit 15: Overnight Guests



There are many opportunities to entertain overnight guests, whether for a single night or extended stays. Many people have out-of-town relatives and friends who may come to visit. Perhaps your family has signed up to host an international studies student, or your church has asked if visiting missionaries can stay at your home for the weekend. Whatever the reason, acting as a host to overnight guests is very different than hosting a party or event.

Sleeping Arrangements

The most important thing to consider when hosting overnight guests is where they will sleep. Not all homes have a bedroom set aside specifically for guests. For short visits, you may not mind allowing a guest to sleep in your bed while you sleep on the couch in the living room. For longer visits, however, it may not be practical for you or a family member to give up your room.

If you do not have a guest bedroom, consider other sleeping options. Do you have an air or foam mattress that could be placed on the floor somewhere? Is there a corner in the basement that is not being used? Consider hanging some curtains from the ceiling to give guests a somewhat private place to sleep. Most overnight guests understand that they will not have the same level of comfort or privacy that they would in their own home, but that doesn't mean you shouldn't try to make their stay as comfortable as possible.

Cleaning and Preparation

When planning for overnight guests, there are additional cleaning and preparation tasks that must be undertaken. Make sure that you have:

- ✓ Bed, mattress, or sleeping area
- ✓ Clean sheets, pillows and blankets
- ✓ Clean towels and facecloths
- ✓ OPTIONAL – sample sizes of toothpaste, mouthwash, gum and bottles of water

Part of the Family

Overnight guests will be much more comfortable if you treat them like family. A quick tour of your home will allow them to find items that they need, such as a drinking glass, without asking for your help. Make sure that you give them important "family" information, such as what time people usually wake up and go to sleep, when meals will occur and any planned outings or events.



Unit 16: Being a Guest

Being a good guest is just as important as being a good host. You will have many opportunities in your lifetime to attend events, parties or stay as an overnight guest at someone's house. Following some basic guest etiquette rules will ensure that you do not offend or inconvenience your hosts, and make them more likely to invite you back in the future.



Basic Guest Etiquette Rules

- **R.S.V.P.** – When a host extends an invitation, a good guest will respond as soon as possible. Ensure that you ask for any additional information that you may need.
- **Arrive On Time** – Try to arrive as close to the designated time as possible. If you cannot avoid being very early or late, call your host to let them know.
- **Contribute** – Ask your host what you can bring to the event, such as food, games or additional seating. If you are staying overnight, a small thank you gift for the host is always appreciated.
- **Assist** – Offer to lend a hand with set-up or clean-up. Overnight guests should leave their sleeping areas as clean (or cleaner) than when you arrived. Offer to strip the bed, move any furniture back to its original location, and take used towels to the laundry room.
- **Be Polite and Friendly** – The best guests are polite and friendly when visiting with their host(s) and other guests. Try not to talk about controversial subjects, and listen just as much as you speak.
- **Don't Overstay Your Welcome** – If there is a set end-time for an event, do not stay past that deadline. If you are an overnight guest, leave when you said you would. Your hosts will likely be too polite to mention when you have overstayed your welcome. You risk losing your chance of being re-invited when you stay so long that your hosts are sick of you!

Unit 17: After the Party

Party Clean-up

After any type of event or party, you'll need to clean up. A common rule of etiquette is to "leave a place cleaner than you found it". If the party is being held in your home, your family members will all appreciate the effort you put into restoring the house to its original order. To save yourself time and stress, consider asking a few friends to stick around for a few minutes after the party to help you clean. The cleaning jobs you need to complete are dependent on the type of messes you make, but the following list will help you start:

- ✓ Clean up food
- ✓ Empty garbage
- ✓ Take down decorations
- ✓ Put away extra chairs and tables
- ✓ Sweep or vacuum floors

Thank-you Notes

A considerate host should always thank their guests for coming at the end of a party. These thank yous are most commonly verbal. However, for formal events, if you have received any gifts, or if people have given lots of assistance you may want to send a thank you note. A thank you note can be delivered using any of the methods outlined in Unit 6 – Invitations (such as by Canada Post, email or hand delivered), and does not need to be very long to be effective. A few sentences thanking your guest for their gift, help or presence is all that is needed.



Activities

1. How and When to Entertain

Time

1 hour

What you will learn

To recognize the many opportunities to entertain and the difference between formal and informal events.

What you need

White paper, magazines, scissors, glue, markers

Instructions:

Along with your group, brainstorm all of the different occasions on which you could entertain, or throw a party. Discuss how different reasons for throwing a party will result in a different style or type of party. Then, talk about the differences between formal and informal events.

On a piece of white paper, draw a line down the middle and label the sides “Formal Event” and “Informal Event”. Using images that you cut from a magazine, or pictures that you draw, create a poster that illustrates the differences and similarities between formal and informal events.

When you have completed your poster, present it to a different club group or a group of parents and explain to them the difference between formal and informal events.

Discussion

- Of the occasions that you brainstormed, which would be suitable for throwing an informal event? Which would be suitable for throwing a formal event?
- Talk to the people who viewed your presentation. Did they understand the differences between formal and informal events?
- What other images or drawings could you have included to your poster to more fully explain the types of events?

2. Create a Party Planning Book

Time

30 minutes to 1 hour

What you will learn

You will create a Party Planning Book to hold all of your party planning information.

What you need

Binder and loose-leaf paper, craft supplies (glue, pictures, scissors, markers, etc.)

Instructions

The binder that you have brought will become your Party Planning Book (aka – PPB), a place to write down all of your ideas, information and plans as you prepare to host an event. Today you will decorate your Party Planning Book so that it reflects your personal style.

Using your craft supplies, decorate the cover of the binder. You should also put your name somewhere on the binder, so that it can be returned to you if it is lost or misplaced.

Discussion

- Why is important to have a PPB? What kind of information might you put into it?
- How could having made this PPB help you when you plan future parties?
- Talk to others (parents, family members, teachers, friends, older 4-H member), and ask them what they think makes a good party. What was the best party they've ever attended? What worked? What didn't? What types of parties do they prefer to attend? Do they have any good party ideas? Write down all of the feedback and ideas that they give you in your PPB.

3. The Five Ws – The First Pages of Your Party Planning Book

Time

45 minutes to 1 hour

What you will learn

Now that your Party Planning Book is complete, it's time to begin planning your event. The first few pages of your PPB will be where you decide on the basics of a party.

What you need

Loose-leaf paper, pencil, eraser, your PPB

Instructions

In your PPB, answer the following questions:

- **WHY** – Why am I throwing a party?
- **WHO** – Who will I invite to my party?
- **WHAT** – What type of party will it be (formal or informal)? What kind of activities will I do?
- **WHEN** – When will I throw my party? What day and time?
- **WHERE** – Where will I hold my party?

Remember, this is just a rough draft! Writing in pencil will allow you to return to your PPB at any time to make changes.

Discussion

- Show your PPB to a parent or guardian and ask them for feedback. Will the date, time and location be suitable? Are there a reasonable number of guests invited?
- What will you do if your guests ask to bring a friend or sibling?
- What would you do if a parent wanted to stay while their child was at the party? Discuss with your friends or 4-H club members.

4. Create a Budget Chart

Time

30 to 45 minutes

What you will learn

Most parties usually have some costs associated with them. You will create a budget for your party and determine ways to save money.

What you need

Loose-leaf paper, pencil, eraser, your PPB

Instructions

Depending on the size and style of your party, you may need to spend some money. This budget chart will help you keep track of how much you want/need to spend and how you will allocate or divide it. Sit down with your parent/guardian and discuss how much money you'd like to spend on your party. Don't worry – with some creativity, you won't have to spend any money at all!

In your PPB, write down the following categories:

- Invitations
- Decorations
- Food
- Utensils
- Entertainment

Beside each category, write down the maximum amount of money that you want to spend. If you want to spend \$0, write down some ideas of how to find/borrow the items that you need. For example, if you don't want to spend any money on decorations, you could use streamers from your last birthday party and make centrepieces out of craft supplies you already have on hand. If you don't want to spend money on food, you could ask each of your guests to bring a dish to share.

Discussion

- Show your group members and leader your budget. Explain to them how you decided on an amount of money to spend and how you plan on saving money. Did any other group members have ideas for saving money that you did not think of? Do you have any other ideas that you did not write down?
- Where some places that you could buy supplies that are relatively inexpensive?
- Did you experience any challenges or problems when trying to create a budget?
- Can you predict any challenges you may experience when trying to stick to your budget? How might you be able to solve them?

5. Party Themes

Time

45 minutes to 1 hour

What you will learn

Many parties have a theme. Today you'll use a variety of resources to brainstorm different possible themes for your party. At the conclusion of this activity, you will choose a theme for your event.

What you need

The Internet, loose-leaf paper, pencil, eraser, your PPB

Instructions

Search online for various party theme ideas. A great place to start is by searching for the phrase "kids party themes". On a piece of loose-leaf paper, write down all of the party themes that seem fun! If you'd like, you can have two sheets of paper – one to write down theme ideas for your upcoming event, and one to write down themes for events you want to host in the future. Beside each theme idea, write down some "key words". Key words are ideas that will help you develop your theme. If your theme is "Western", some key words might be cowboy hats, straw bales, boots and horses.

Remember, the theme of your event should suit the occasion and style. If your little brother hates clowns, you probably shouldn't throw him a circus-themed birthday party!

Once your list of theme ideas is complete, take some time to read it over. Choose which theme you'd like to use at your party!

Discussion

- Where did you find your party theme ideas? Share with your group.
- Do you think all events need to have a theme? Why or why not?
- How will your key words help you when you are planning your party?
- Share the theme you decided on with your group, and explain your key words. Do your group members have any questions or ideas?

6. Party Locations

Time

Approximately 15 to 30 minutes

What you will learn

On the “Five Ws” page of your PPB, you should have already decided on a possible location for your party. Today, you will finalize your location and make a back-up plan.

What you need

Loose-leaf paper, pencil, eraser, your PPB

Instructions

Turn to the “Five Ws” page of your PPB – it should be right at the front – and remind yourself what location you thought would be suitable for your party. Ask yourself if the location is still suitable: If outdoors, can you answer “yes” to the three questions on page 8 in Unit 6? Does your chosen location fit into the budget you wrote down in your PPB?

If you have chosen to have your party at an outdoor location, you’ll need to make a back-up plan. Look back at Unit 6: Location, if you need a reminder of what a back-up plan is. The easiest back-up plan is to have the party at your home if there is bad weather. Ask your parent or guardian if this is an option. If not, choose another indoor location, but remember to keep your budget in mind!

If you have changed your location, or added a back-up plan location, go back to the “Five Ws” page of your PPB and change what you wrote down.

Discussion

- Did your party location change from your original plan? Why or why not?
- What are some ways that you could notify guests about your back-up plan location?
- How can location help set the mood or tone of an event?

7. Using Pinterest to Brainstorm

Time

Approximately 30 minutes to 1 hour

What you will learn

Pinterest is an excellent resource for finding and keeping inspiration photos, recipes and craft instructions. You'll learn how to use the site to help you keep track of ideas you find on the internet.

What you need

Internet

Instructions

Pinterest is an online bulletin board. After browsing the site or the internet for photos, websites and recipes you can "pin" them onto your own personal bulletin boards so you are able to find those resources later. You also have the option to browse other people's bulletin boards, with themes such as food/drinks, crafts, decorating and design, party ideas and more.

Spend the next 30 minutes to an hour browsing through www.pinterest.com. If you would like to create your own boards, you'll have to sign-up (it's free). Spend time looking at other people's boards, focusing on areas that will be of use to you as you entertain (recipes, decorations, crafts, etc.).

Discussion

- Do you think Pinterest is a useful resource for people who are planning on entertaining? Why or why not?
- What was the most interesting thing that you found or saw on Pinterest?
- How could you use Pinterest as you plan an event?

8. Creating Online Invitations

Time

Approximately 1 hour

What you will learn

In Unit 7, you learned about two different types of invitations – paper and online. Today you will use an Internet program to create an online sample invitation to your party. Once you have made one of each type of invitation, you will choose which to send to your guests.

What you need

Internet, your PPB

Instructions

You'll need to begin your activity by reviewing all of the information in your PPB – especially the “Five Ws” and your theme. Keep your PPB in front of you, as it contains all the information you need to create your invitations!

There are many websites that will allow you to send free electronic invitations (also called e-vites or e-cards). You may use any electronic card making website that you'd like, but two excellent ones are:

www.evite.com

http://www.hallmark.com/ecards/browse-ecards/?mc=t_v_p_ed_hd_ecards/

Either of these websites will work for this activity, so choose one and go to it on your computer. Once the website is loaded, spend some time looking at the various e-card options. Some e-cards will have animated (moving) images, while others will have designs or places to insert your own photos. You may also be able to modify the colour scheme of an e-card design. Remember to keep the theme of your party in mind as you choose an e-card template.

Once you have chosen a template, follow the website instructions to enter all of the information about your party and modify the e-vite to suit your style. Make sure you also mention how and when to R.S.V.P., as well as any special requests for guests. Once your e-vite is complete, you'll be asked to enter the email addresses of your guests. Because this e-vite is just a sample, enter only your personal email address. Once the e-vite has been sent to your email, login to your account and view the invitation to your party!

Remember the specific website and template that you used by writing it down in your PPB. If you choose to send e-vites to your party, you will want to remember how you made this sample.

Discussion

- Can your club members guess the theme of your party? Why did you choose that particular theme? How will the colours and images on your invitation help your guests understand your theme?
- What are the benefits to sending e-vites, rather than paper invitations?
- Why is it important to send invitations? Why are written invitations better than inviting someone orally (by speaking to them)?
- How will you get the email addresses of each of your guests if you choose to send e-vites?
- Ask a parent or guardian to look at your e-vite. Do they have any questions? Did you forget to write anything down?

9. Creating Paper Invitations

Time

1 to 2 hours

What you will learn

Now that you have learned all about invitations, and what information they need to include, it's time to start creating a sample paper invitation for your party!

What you need

Scissors, glue, pencil, eraser, markers, other craft supplies (glitter, stickers, old magazines), your PPB

Instructions

Begin by once again reviewing the information in your PPB. Keep this in front of you, as it contains all the information you need to include on your invitation.

Now, it's time to get creative! You have learned that you can give information about a party's theme either written or visually – which method will you use on your invitations? Choose colours that match your theme, and use the craft supplies on hand to make your invitation appealing to look at. You'll want to create a colourful and interesting backdrop or cover for your invitation.

Once the backdrop or cover is completed, it's time to write down all the information you need to include. These are the Five Ws that you have written in your Party Planning Book. Once again, make sure you also mention how and when to R.S.V.P., as well as any special requests for guests.

Once you've finished your invitation, bring it to your next project meeting to show other members and your leader.

Discussion

- Can your club members guess the theme of your party? Why did you choose that particular theme? How will the colours and images on your invitation help your guests understand your theme?
- You've learned about how important it is to have emergency contact information for each of your guests. Can you think of any situations in which you may need to contact a guest's parents or guardians?
- You've had a chance to make samples of both online and paper invitations? Which did you prefer to make and use? What occasions would each best be suited for?
- Ask your club members if they have any questions about your party after reading the invitation. Is there anything you forgot to write down?

10. Invitation Creation!

Time

Approximately 1 to 2 hours

What you will learn

You have made two types of invitations: e-vites and paper invitations. Now you'll choose which type of invitation to use for your party, create your invitations and send them to your guests.

What you need

Scissors, glue, pencil, eraser, markers, other craft supplies (glitter, stickers, old magazines), your PPB, sample invitations, Internet (optional)

Instructions

Look at the two separate invitations you have made. Consider the number of guests, amount of money you wish to spend and which fits the style and theme of your party – which invitation will you choose to send to your guests?

Once you have chosen an invitation type, work on creating additional invitations for each of your guests. If you have chosen to send e-vites, you'll need to create a single invitation and email it to each of your guests – make sure you have their correct email addresses. If you have chosen paper invitations, consider whether you will hand deliver or mail them to your guests.

Review the Invitation unit in your Reference Book, and make sure that you have included ALL the necessary information before you send out your invitations.

Discussion

- Why did you choose the type of invitations that you did? Can you think of an event where you might choose to send the other type?
- When will you send out invitations? What could you do if someone does not R.S.V.P.?

11. Design Scheme

Time

30 minutes

What you will learn

Create a design scheme (or plan) for your party.

What you need

Loose-leaf paper, pencil, eraser, your PPB,

Instructions

Before you begin to create decorations for your party, you must create a design scheme or a design plan. Your design scheme should be based around the theme of your party. As part of the next activity, you'll be creating decorations using supplies you have on hand. Today, you must brainstorm ideas for decorations in each of the three categories outlined in Unit 8. Refer back to the key-words you wrote down for your theme in your PPB as you brainstorm decoration ideas. Remember, brainstorming is your chance to write down ALL your ideas – they don't have to be perfect!

In your PPB, write down all of the decoration ideas you have for:

- Centrepieces
- Wall Decorations
- Hanging Decorations

Discussion

- What type of supplies will you need to create the decorations that you came up with? Do you have any of these supplies at home? Do any of the decorations need to be purchased?
- Decorations help guests identify the theme of a party. How will your decorations help your guests understand and identify the theme?

12. Decoration Creation!

Time

Approximately 2 to 3 hours

What you will learn

In the last activity, you brainstormed decoration ideas for your party. Today, you'll pool your craft supply resources with your group members and work to create decorations for your party.

What you need

Craft supplies, your PPB

Instructions

Before you head to your 4-H meeting, gather craft supplies from around your home. Consider bringing glue, scissors, glitter, coloured paper, pipe cleaners, paint and brushes, egg cartons – anything that you and your group members could use to make decorations!

Share your supplies with your group members. Referring back to the decoration ideas you brainstormed in your PPB, make some decorations (whether centrepieces, hanging or wall decorations) for your party. You may need to spend some extra time at home working on additional decorations for your party.

Discussion

- Where are you planning on placing/displaying your decorations in your location? Do you need any additional supplies (tape, string, etc.) to help hang them?
- Did you experience any challenges while creating your decorations? How did you solve these problems?

13. Place Settings

Time

1 hour

What you will learn

You will teach a friend or family member the correct way to set, and use utensils at an informal and formal place setting.

What you need

Various utensils and dishes, a table, Reference Book

Instructions

Referring back to Unit 10, set a table with an informal place setting. If you don't have all of the necessary utensils, you may choose to draw a picture of the missing item or replace it with another item that is labelled with the correct name.



When the informal place setting is on the table, ask a friend or family member to come and sit down at the table. Show them the formal place setting that you have laid out, and explain to them where each utensil is placed and what they are used for. If you were missing any utensils, explain to your guest where it should be placed, and what it is used for. Describe to your guest what type of events would use an informal place setting. Remember to explain the “Left-to-Right” rule!

Repeat the process with a formal place setting. You may choose to explain the place setting to a different guest, or to the same one.

Discussion

- Did you make any mistakes when explaining the two different place settings? How could you have done a better job?
- Ask your guests if they now understand the two types of place settings. Do they have any questions?

14. Food Allergies and Restrictions

Time

Approximately 1-2 hours

What you will learn

Food allergies are on the rise in North America. The most common food allergies are to eggs, milk, nuts, soy, wheat and shellfish. The tricky thing is, oftentimes these foods show up in places that you don't expect – soy in breakfast cereals, milk protein in processed deli meats, or even wheat products in ice cream! Your activity today is to look at a variety of food products around your house, and identify any possible allergens in them.

What you need

Loose-leaf paper, pencil, your PPB, a variety of food products, Internet

Instructions

The Government of Canada requires that all processed food products be packaged with a food label. This is a chart that highlights the nutritional content of a food, as well as all of the ingredients. Sometimes the food label explicitly states if it contains a common allergen – such as “MAY CONTAIN SOY”. Sometimes, however, the possible allergen is hidden in the list of ingredients. “Albumen”, a common ingredient, comes from eggs, while “hydrolyzed vegetable protein” may come from peanuts.

Begin your activity by collecting 10 different processed food products, such as cereal, canned tuna or chocolate bars. Make sure that each of your food products has a food label on it. Write down the names of each of the food products in your PPB. Then, read the food label for each one. Does it contain any of the following ingredients?

Eggs Milk Nuts Soy Wheat Shellfish

If the label does not specifically mention any of these ingredients, read the ingredient list. Are there any products which you do not recognize? Write these down. Choose 10 of these “mystery” ingredients, and research them on the Internet. In your PPB, write down what each of these ingredients are made of. Are any of them possible allergens?

Discussion

- If you have received R.S.V.P.s from your guests, do you know of any food allergies they may have?
- How many of the food products you chose contained possible allergens? How many of the food products contained ingredients you did not recognize?
- If a guest had an allergic reaction at your party, what would you do?

15. Canada's Food Guide

Time

Approximately 1 hour

What you will learn

Canada's Food Guide is a document that creates recommendations for healthy diet and lifestyle choices. You will learn what types of food, and how much of each to eat each day.

What you need

Loose-leaf paper, pencil, your PPB, the Internet, markers/pencil crayons

Instructions

Making wise food choices is necessary in order to live a healthy and well-balanced lifestyle. Eating the correct amounts of a variety of healthy foods will help you get enough vitamins, minerals and other nutrients reduce the risk of some health concerns and achieve overall health and energy.

Using the internet, find a copy of Canada's Food Guide online, at www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php.

The recommended number of servings is different for males and females, and people of different ages. Make some kind of a visual reminder about how many servings of each food group you should be eating each day, such as a poster with a pie graph. Show your poster to your project group members, and discuss healthy food options for each food group.

Discussion

- Think about the foods that you ate yesterday. Did you meet the required number of servings in each of the Canada's Food Guide categories? Which food groups do you need to increase your servings of? What foods could you eat to help you meet that goal?
- What are some healthy food options that you could offer at a party?

16. Locally Produced Foods

Time

2 to 3 hours

What you will learn

Eating locally grown and produced foods is a smart choice for the local economy, the environment and for you! Visiting a local farmer's market or food services establishment will help you learn about how local foods are produced.

What you need

Internet, transportation, money (optional)

Instructions

Canada is a nation rich in natural resources, including food products. There are thousands of local farmers, ranchers and food service businesses who grow, raise and produce local and organic foods. Nearly every community in the country has a farmer's market where these people and businesses sell their products.

Using the internet, phone book or word-of-mouth, find a local farmer's market or food service business, such as a non-franchised bakery, butcher or even a nearby Hutterite colony. Your activity will be to travel to the market or business, browse through available products and speak with producers. You may wish to carpool with other project group members, as you will have more fun and save money travelling as a group. Visit one of the following websites for more information on local farmer's markets:

- British Columbia – www.bcfarmersmarket.org
- Alberta – www.albertamarkets.com
- Saskatchewan – www.saskfarmersmarket.com
- Manitoba – www.fmam.ca
- Ontario – www.farmersmarketsontario.com
- Quebec – <http://www.ampq.ca/pages/membres.html>
- Nova Scotia – www.farmersmarketsnovascotia.ca
- New Brunswick – <http://www.tourismnewbrunswick.ca/Learn/WhatsNew/FarmersMarkets.aspx>
- P.E.I. – www.peiflavours.ca
- Newfoundland and Labrador – www.farmersmarketsincanada.com/Newfoundland_and_labrador.php
- Northwest Territories – www.northwestterritories.farmersandfleamarkets.ca
- Nunavut – www.nunavut.farmersandfleamarkets.ca
- Yukon – www.yukon.farmersandfleamarkets.ca

At the market or business, observe all of the locally grown and produced food items. Take time to talk to the sellers about their businesses and products. Ask them about how their food product is grown or raised, and what steps they take to bring it from the farm to the market. If you'd like, purchase one or two foods to try!

Discussion:

- After your trip to the farmer's market or food service business, meet with your group members to discuss the following questions.
- Where did you go for this activity? What kind of food products were sold there? If you visited a farmer's market, what types of vendors were there?
- What was the most interesting food you found while on your trip?
- When talking to the business owners and sellers, what did you learn about how they produce and transport their food?
- After learning about healthy food choices and the benefits of buying and eating locally, what types of locally produced foods could you serve at an event? What recipes can you find that incorporate local ingredients?
- Consider throwing an event with a "Local" theme – what types of foods could you serve? What might the decorations be? How could you incorporate locally-made items and foods into your party?

17. Recipe Research

Time

1 ½ hours

What you will learn

A common duty when entertaining is preparing food to serve to your guests. Before you can prepare food, you need a recipe to follow. Today you will use a variety of resources to find foods you can prepare on your own.

What you need

Internet, cookbooks, loose-leaf paper, pencil, your PPB

Instructions

Although it's easy to go to a store and purchase food for an event, homemade foods are usually less expensive, healthier and much more delicious! Review the five courses of a meal in Unit 11 (drink, appetizer, salad, entrée, dessert). Using the Internet, cookbooks or your family's personal recipe collection, find two or three recipes in each category that you would be interested in making at home. Keep the Canada Food Guide in mind, and try to make healthy choices.

Some trustworthy recipe websites are:

- www.allrecipes.ca
- www.canadianliving.com/recipes
- www.kraftcanada.com/en/recipes/main.aspx

Once you have assembled two or three recipes for each of the courses, ask a parent or guardian to look them over with you. Together, discuss which ones it would be possible for you to make at home. Consider the availability and cost of ingredients, the time it would take to prepare the dish and whether or not you have the necessary tools and equipment.

Decide with your parent/guardian which recipe you will make in each of the categories – five recipes in total. Very carefully write these recipes down in your PPB. Errors in copying out the recipe could result in your dish not turning out as it should have!

Discussion

- Why did you choose the recipes that you did?
- Do you have all the necessary tools and equipment to make each dish, such as an oven or blender? If not, what could you do to solve this problem?
- What ingredients are not readily available in your home? Where will you go to purchase them?

18. In the Kitchen

Time

Approximately 6 hours, over the course of a week.

What you will learn

After choosing five separate recipes, you will prepare each dish for your family or friends.

What you need

Loose-leaf paper, a pencil, your PPB, a variety of kitchen tools and ingredients

Instructions

With a parent/guardian, review the five recipes that you found last week. Together, make a list of all the ingredients that you need. Check off the items which you already have in your house, and circle the ones which you will need to purchase or find.

Once you have all of the necessary ingredients, and over the course of several days, work alongside your parent or guardian to prepare and serve each of the dishes. Try to make the presentation of your food as appealing as possible. Read through the “Plating and Presentation” in Unit 11 for some ideas. Remember to clean up after you’re done!

Discussion

- What challenges did you experience while you were making your five dishes? How did you solve them?
- How did you present or plate your food? What did you do to make it interesting to look at?
- Ask a family member or friend who ate your food how they enjoyed it. What did they like? What did they think could have been improved? What did they think about the presentation?

19. Food, Entertaining and Community

Time

1 to 2 hours for research, varied times for volunteering

What you will learn

There are many opportunities for you to take your cooking and planning skills outside of your home, and volunteer in your community. You will look for volunteer opportunities, and find ways to get involved.

What you need

Parent/guardian

Instructions

Entertaining is not just something that is done at home, for personal reasons. Every year, there are hundreds of community events (such as Christmas parties, or fall suppers) that rely on volunteers to help make the event a success. There are countless opportunities for you to volunteer in your community, and put your new planning and cooking skills to work. Discuss possible volunteer options with your parent or guardian. Is there a community event that could use help with planning and organizing? Does your church someone to help make Sunday morning snacks? Is there a local senior's centre that needs baking for a weekly bridge game?

With your parent or guardian's guidance, research volunteer opportunities in your area. You'll need to find out information about what your role would be, and what is expected of you. This volunteer opportunity could be a one-time event (such as organizing the decorations for a Valentine's Day dance at the community centre), or on-going (making baked treats once a month for a kid's club meeting).

When you are able, complete your volunteering. Afterwards, meet with your 4-H club members to discuss the following questions.

Discussion

- Why did you choose the volunteer opportunity that you did? What skills have you gained throughout this course that helped you?
- Discuss your role as a volunteer. What did you do? How much time did you spend? Is it on-going?
- How did the event organizer respond to your volunteer work? Did you receive any feedback?

20. Menu Planning

Time

Approximately 1 ½ hours

What you will learn

Using the knowledge you gained while preparing five different dishes for your family, you will create a menu for your party and a shopping list.

What you need

Loose-leaf paper, pencil, your PPB, a variety of cookbooks/Internet

Instructions

You've already had a chance to learn about how the style and time of an event can effect what foods you offer, as well as gained some knowledge and experience by preparing five different dishes. Now it's time to decide on a menu for your party.

If your party falls during a normal mealtime, you may want to plan a full meal. If your party falls outside of normal mealtimes, a few snacks or appetizers will be sufficient. You may use the list of recipes you assembled in your PPB, recipes you have already made, or new recipes that you think would be perfect for your event. The websites you used when preparing meals for your family/friends could be used again. If you are planning a potluck, you may only need to prepare one or two dishes or drinks yourself.

Once you have chosen each of the dishes you'd like to prepare, very carefully write these recipes down in your PPB. Errors in copying out the recipe could result in your dish not turning out as it should have!

As you did earlier, write down a list of all the ingredients needed for each of your dishes. Together with a parent/guardian, go through the list and check off the ones which you already have in your house. Circle the items that you will need to purchase or find.

Discussion

- Why did you choose the recipes that you did? Why will these dishes work well at your party?
- Do you have all the necessary tools and equipment to make each dish, such as an oven or blender? If not, what could you do to solve this problem?
- What ingredients are not readily available in your home? Where will you go to purchase them?

21. Games and Activities

Time

30 minutes to 1 hour

What you will learn

During the week, you will assemble a list of, and learn how to play, a variety of games and activities that could be used at your party.

What you need

Internet, library books, loose-leaf paper, pencil, your PPB

Instructions

Depending on the style and location of your party, you may want to have a variety of games and activities for your guests to participate in. Your games and activities may be organized (where you lead everyone through the game/activity at an assigned time) or more casual (where guests can choose to participate in games and activities at any time as they desire).

This is your chance to brainstorm, and write in your PPB, a variety of games or activities that you could use at your party, or at events in the future. You may want to start by write down games and activities that you are familiar with. Then, ask your friends and family members if they have any games or activities that they love to play. You could also do some research on the Internet, or at the library – there are many websites and books with game and activity suggestions! A website with many party games and easy to follow explanations is www.kidspot.com.au/kids-activities-and-games.

Try to come up with a list of at least five games and/or five activities. If they are new and unfamiliar to you, write down some instructions so that you'll remember how to play.

Once you've found a list of games or activities, choose one. Teach it to your friends or family members, and spend an hour or two playing the game or doing the activity. This could also be done at your 4-H club meeting.

Discussion

- How many games and activities could you think of on your own? Where did you end up getting other ideas from?
- Which (if any) of these games or activities do you think you could use at your party? Why would they be successful?
- Did your friends/family/club members enjoy playing the game you taught them? Why or why not? Had any of them played it before?

22. Party Programs

Time

30 minutes

What you will learn

Even if you aren't planning on having a program at your party, today you will brainstorm some possible program features. Who knows, you may decide to have a program after all.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

List of the types of speakers/performers/events you may want to include in your program.

Next, brainstorm two or three people that you could ask to do each of the four components.

- **Performances** – Do you know someone who can sing, dance or play an instrument? Is there any way that you could tie your friends' talents into your theme? For example, a friend who does gymnastics might be a great fit for a circus themed party. Or ask a friend to sing "Rocket Man" at your space themed event.
- **Toasts** – If you have a guest of honor (such as at a birthday or anniversary party), you may want to ask one or two people to give a toast. Consider asking people who are important to the guest of honor, such as a sibling, relative, or best friend.
- **Speeches/Open Mic** – This is a great feature at a year-end team or group party. You could ask one or two members to share their favourite memories, or have an "open mic" time where everyone will get a chance to share.
- **Entertainment** – This is where you get to be creative. Slideshow? Video clip? Magician? The sky is the limit as far as entertainment goes!

Discussion

- After brainstorming a list of potential speakers/performers/events for a program, who/what have you decided to include in your party? If you have, now is the time to ask them! Remember to inquire about special equipment or space that they may need.
- What types of events usually include a program? Can you think of any events during which it may not be suitable to have a program?

23. Party Schedule

Time

30 minutes

What you will learn

You will create a tentative schedule for your party, to help keep track of what will happen and when.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

You've now decided on games and activities for your party, as well as made a plan for a program (which you don't necessarily have to use!). In order to keep your party running smoothly, you'll need to make a schedule. Remember – this is just a tentative plan. The best parties are the ones which are relaxed and fun. Don't force your guests to move on to the next activity or event if they're not ready, just because your schedule says it's time!

Begin by drawing up a small chart, such as the one below. You should change the times to match the start and end time of your event, and increase by 30 minute increments. Fill in the schedule to match your plans for the party. You may want to include when guests will arrive and leave, when food will be served and when each game or activity will happen.

Billy's Soccer Year-End Party Schedule	
5:00	Guests arrive. Play board games and visit.
5:30	Play board games.
6:00	Dinner is served.
6:30	Eat dinner and dessert.
7:00	Program – Start with performance by Jane and toast by Bill.
7:30	Program ends. Play wide game outside.
8:00	Play wide game.
8:30	People begin to leave.
9:00	Everyone gone. Clean up!

Discussion

- Why is it important to have a schedule? Why is it equally important to be flexible about your schedule?
- Did you encounter any problems when creating your schedule? How did you solve them?

24. Pre-Party Checklist

Time

30 minutes

What you will learn

Your party is planned. Your guests are invited. The day of your party is almost here! In all the excitement, it can be easy to forget something important. Creating a pre-party checklist now will help you stay calm and organized later!

What you need

Loose-leaf paper, pencil, your PPB

Instructions

On a piece of loose-leaf paper, create two columns labelled: “Before Party” and “During Party”. Then, write down absolutely everything that you’ll need to remember or do. No item is too small or large to write down!

Some ideas are:

- Before Party:
 - Clean house
 - Buy groceries
 - Bake and ice cake
 - Find dog-sitter for Rover
- During Party:
 - Set out snacks and drinks at 5:00 p.m.
 - Put pizzas in oven at 5:30 p.m.
 - Group photo!

Discussion

- Sit down with your parent or guardian, and show them your pre-party checklist. Ask them if they can think of any tasks or items which you may have missed.

25. Problem Solving

Time

30 minutes

What you will learn

Rarely will a party or event occur without at least one minor incident. Taking time in advance to solve potential problems will help you stay cool as a cucumber in the event of an issue.

What you need

4-H project group members, group leader

Instructions

There are many unforeseen events which can throw a party or event off-course. For each of the following problems, brainstorm ways to solve them:

- A guest forgets to bring the dessert.
- The party started an hour ago, and a guest has still not arrived.
- A guest arrives very early.
- Someone spills red juice all over the carpet.
- Your friends call at the last minute, and ask if they can come over to watch a football game.

Once you've discussed possible ways to deal with those issues, see if you and your group members can come up with any other scenarios. How would you solve those issues?

Discussion

- Are there any un-solvable problems at a party or event?
- What could you do if a problem arose that you had not thought about in advance?
How would you deal with that situation?

26. Practise Your Hosting Skills

Time

30 minutes over a week

What you will learn

In Unit 14, you learned about the role of a host. During this week, you'll practise some of your hosting skills so that you will be ready for your party.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

Review the three main duties of a host: meet and greet guests at the door, introduce guests and manage the event. During the next week, find opportunities to practise these skills. If the doorbell rings at your house, ask your parent or guardian for permission to answer it yourself. Practise your introduction skills by introducing family members or friends to each other. It doesn't matter if they already know each other – what does matter is that you have some experience in making introductions! To practise your managing skills, take on a task at the family dinner table (such as ensuring each person has a drink), and work to make sure that their drink is kept full throughout the meal.

Discussion

- Being a host does not necessarily come naturally to all people. Don't worry – the more you practice, the easier it will be! Did you struggle to act as a host? What was difficult for you, and why? Did it get easier each time you did it?
- Parties are not the only occasion for which being a good host is an important skill. Can you think of any other events or situations in which you might need to introduce people, or act as a host?
- Are there any opportunities for you to practise your hosting skills in the community? What about serving at a church banquet? Or volunteering to seat people at the school play?

27. Clean-Up Checklist

Time

30 minutes

What you will learn

After your party, you'll need to clean up! Making a checklist will help you ensure that you don't forget any clean-up duties, and will give you a chance to brainstorm ways that your guests can help you clean.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

On a piece of loose-leaf, create a title labelled "Clean-Up Checklist". Then, write down all of the clean-up duties you'll need to complete! Some ideas are:

- Take out garbage
- Sweep and vacuum floor
- Put away leftover food
- Put away extra chairs and tables
- Take down decorations

Once you have a list of all of your after-party tasks, try to think of ways in which your guests can help you. Could you ask all of your guests to put their dishes in the dishwasher after the meal? Maybe you could ask your best friend to stick around and help take down decorations! The more people you have helping you, the faster your clean-up will be.

Discussion

- How will you get your friends or family to help with clean-up? How will you ask them for their assistance?
- Do you need any specific tools or equipment for your clean-up, such as a broom, garbage bags, or a dishcloth? How will you get these items?

28. Thank-You Notes

Time

15 to 30 minutes

What you will learn

After an event, a good host should always thank his/her guests for their gifts, performances, or assistance. Today you will write a sample thank-you note for one of your guests.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

If your guests have brought gifts, or used their talents to perform or assist with your event, it's good etiquette to write a thank-you note. Thank-you notes do not need to be lengthy. A few sentences thanking them for their gift or contribution are all that is required.

Choose a person who will (or has) helped you with your party – maybe a friend or parent – and write them a short thank you note. The note can be decorated, in a card, or on a piece of loose-leaf. Mention what you are thanking them for, and why it was appreciated. End your note by signing your name.

Discussion

- After your party, to whom might you write thank you notes? Why?
- When is it not necessary to write a thank-you note?

29. Documenting Your Party

Time

Approximately 30 to 45 minutes

What you will learn

All of your hard work has paid off. Your party is over, and hopefully you and your guests had a great time. After you've rested up, take some time to reflect on your party – what went well and what you can improve for the next event you host.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

Take a minute to sit back, and think about what you've accomplished. A few months ago, you were just beginning to dream about entertaining, and coming up with all kinds of ideas for your party style and theme. Now, you've successfully planned, thrown and hosted a party all by yourself. Congratulations!

In your PPB, make two columns labelled "Awesome!" and "To Improve". Under each one, write down what parts of your event were successful and went smoothly, and what you could improve on or change for the next event you host. Maybe all of your food turned out great, but you forgot to keep an eye on the drink table and ran out of punch. Or perhaps your party went smoothly, but guests mentioned they would have liked to receive their invitations earlier.

Don't be too hard on yourself – becoming an excellent host is a skill that takes time. The more you entertain, the easier it will become.

Discussion

- After you've compiled your two lists, sit down with your group and explain to them what you feel you did well, and what you will work on improving for next time. Do they have any suggestions? If any of them attended your party, do they have any additional feedback?

30. Being a Life-Long Learner

Time

30 minutes

What you will learn

As a host, you should continuously strive to improve your hosting skills. Considering ways to do this will help you be aware of possible situations in which you can gain new skills and knowledge.

What you need

Loose-leaf paper, pencil, your PPB

Instructions

Becoming an excellent host is a skill that takes time. Even the most experienced host is always working to improve their hosting skills. As a group, take some time to discuss ways to continuously learn about hosting and event planning.

Discussion

- What kinds of opportunities are available to act as a host, and work on improving your skills?
- Where could you find more extensive information about hosting and event planning?
- If you are passionate about hosting and event planning, what kinds of careers are available to you in this area?

Glossary

Allergy (Food) – A food allergy is when a person has a serious negative reaction to a specific food. If an allergic person consumes something that has even a tiny amount of a specific food in it, they could become very sick, or even die.

Appetizer – Appetizers are small dishes of food that are served before a meal. Appetizers are sometimes called “hors d’oeuvres” or “amuse bouches”. Traditionally, appetizers are either meant to “tide you over” until the meal is served, or to stimulate your appetite.

Atmosphere – Atmosphere is the mood created at a party through the use of decorations, table settings, lighting and music.

Budget – A budget is a set amount of money that you want to spend.

Buffet Service – A way of serving food to guests that involves placing all the food and drink items on a table. Guests file alongside the table, filling their plates as they go.

Decorations – Items placed around an event site to increase the beauty of a space, and set a tone and theme.

Design – How you incorporate the theme into a party through your invitations, decorations, food and activities.

Entrée – The core portion of any meal, also called “the main course”. It usually contains a protein (meat), vegetable and a grain product.

Etiquette – “The practices and forms prescribed by social convention or by authority” (American Heritage Dictionary of the English Language). In other words, etiquette means being polite.

Family-Style Service – A way of serving food in which guests sit around a table, upon which bowls and plates of food are placed. The food is passed around, and each guest serves him or herself.

Food Service – Food service refers to the way in which food is served to your guests. The most common types of food service are buffet, family style and plated.

Formal Event – A party or occasion which follows a specific set of rules and etiquette.

Host – A person who entertains and receives guests. The primary role of a host is to make sure that guests are having a good time at an event.

Informal Event – A party or occasion which is relaxed, friendly and unofficial.

Intolerance (Food) – A food intolerance is when a person has a negative reaction to a specific food.

Place Settings – The way in which plates, bowls, cutlery and other utensils are placed on a table.

Plated Service – Also called American service. Refers to a very formal style of serving food in which waiters deliver pre-served plates of food to each seated guest.

Program – A scheduled time of performances, toasts, speeches and/or entertainment.

Restriction (Food) – Not related to allergies or intolerances, a person with food restrictions will not eat a specific food or foods due to personal, religious, or cultural reasons. For example, a vegetarian will not eat any meat products.

Schedule – A list of intended events, and what time each will occur.

Theme – A central idea, subject, or object around which you can plan a party or event.

Toast – A short speech where someone talks about the guest of honor – what they like about them and their hopes for them in the future.

Utensils – The plates, cups, knives, forks, spoons, etc. needed to serve and consume food.

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