

Ikebana International San Diego Chapter #119 Hospitality Guidelines

Hospitality is a cherished part of our monthly meetings, exhibitions, and shows. It brings us together, creates community, and ensures that every gathering feels welcome. Thank you to our long-time members for your continued support, and welcome to our new members — we're grateful for your participation.

To keep hospitality running smoothly, we ask everyone to contribute in small but meaningful ways throughout the year.

Volunteering

- The Hospitality Chair will request volunteers during the year.
- We aim for two volunteers per meeting, and a sign-up sheet is available at general meetings.
- Volunteering once or twice a year is all we ask — light, manageable, and appreciated.
- New volunteers will receive simple instructions, and a Tip Sheet is posted inside the I.I. kitchen cabinet.

Bringing Food to Share

Everyone staying for lunch is asked to bring a food item to share — hot or cold dishes, salads, sides, fruit, vegetables, or desserts.

- Labeling ingredients (e.g., contains nuts, meat) is very helpful.
- When you arrive, place your dish on the kitchen counter or in the refrigerator if needed.
- Around 11:45 AM, heat or plate your dish and place it on the food tables.
We truly rely on everyone to contribute food.

Before the Meeting (Volunteers)

Hospitality setup begins at 8:30 AM and includes:

- Arranging tables and placing tablecloths
 - Starting tea
- Setting out plates, cups, and utensils

After Lunch

Each member is responsible for:

- Removing and washing their own dishes and utensils
 - Packing up or giving away leftovers
- Bringing supplies if you expect to take leftovers home (our supply is limited)

Important Note About Our Building:

We meet in an old building with old pipes and no garbage disposal.
All food scraps must go into *lined* trash cans — **never into the sink.**

End-of-Meeting Cleanup

Hospitality volunteers will:

- Wash and put away I.I. dishes and utensils
 - Remove and fold tablecloths
- Return all hospitality items to the I. I. cabinet
 - Leave the kitchen clean and tidy

A Shared Effort

Hospitality is one of the joys of our chapter — To keep this tradition strong, we ask that everyone:

- Helps with setup and cleanup at **least once a year**
- Bring a food item whenever staying for lunch

Thank you for helping us maintain the warm, generous lunch experience we all enjoy.
If you have any questions, please contact the Hospitality Chair.

March 2026