



### **Final Checklist for International Dinner:**

- Double-check your plans for the international dinner.
- Conduct a mic check, and go over the schedule for the evening with participants.
- Check to make sure food preparations are set for the evening of the dinner.
- Set up the serving and dining areas for the evening.
- Decorate the area for the dinner.
- Place mission partner name cards on the table so that partners will be dispersed among the tables.
- Set up the area for collecting tickets or money (if applicable).
- Serve the meal.
- Facilitate the mission partner forum.
- Clean up the area following the event.

### **Other tasks for the evening:**