

# Home, Family, and Personal Enrichment

# Responsibilities

Date of Meeting: \_\_\_\_\_  
 Theme: \_\_\_\_\_

Responsibility	Person Assigned
Reserve and then double-check the scheduling of the building (Longfellow Park) and the rooms (gym, RS room, kitchen) with Star Bartlett (w) 617-547-6188 (h) 781-944-7326	
Make invitation/flyer Copy & distribute invitation/flyers	
Give announcement to bishopric to be read in sac mtg	
Make announcement in RS meetings; Send friendly e-mail reminder one day before	
Find out which sisters will need nursery Call nursery leaders about the date and time Confirm that nursery leaders will be present	
Set-up chairs and 3 tables (refreshment, spotlight, and idea tables); cover tables	
Refreshment table decorations (including plates, cups and napkins)	
Refreshments and recipes	
“Spotlight” presenter (prepares “bios” about two sisters; asks them to bring personal items to be displayed at enrichment; “presents” the sisters to everyone)	
Idea Table	
Make “enriching ideas” sheet Copy & bring “enriching ideas” sheets	
Music (portable CD player and CDs)	
Clean-up	
Thank you notes to miniclass teachers	
Special needs sisters: rides, personal invitations	