

PORTSMOUTH ROTARY CLUB LIVE MEETING PROTOCOLS AS OF AUGUST 5, 2020

Check In and Payment:

Check in table will be in front of the stairs facing the parking lot.

Extra waivers will be available if needed.

Payments for lunch of \$20 need to be by Venmo to Portsmouth Rotary Club or cash or check made out to Portsmouth Rotary Club.

Portsmouth Country Club will do a final head count and will receive a check in full as normal.

Temperatures taken at check in.

Room Set Up:

Outdoor patio only

Can accommodate 48 people at a time if projector needs to be seen

Can accommodate 60 if just a speaker

Rounds of 6 around the patio

Podium in front of window or across in front of opening – depending on # of attendance

Food Service:

We are able to do a passed food service with a certain structure;

- Everyone will receive the same meal unless they have LEGITIMENT food allergies and not just because they do not like the food. If we are serving a non-vegetarian or non-vegan meal, we are able to do a larger salad for them.
- The meal of the week will be chosen Friday morning prior to that week.
- We will need all orders in by 10am on Tuesday.
- We will have a few extra on hand but if there are last minute guests that just show up they may risk not receiving a meal.
- The meal will include:
 - A garden salad with balsamic that will be placed in front of each guest as they sit down.
 - An entrée that will include the meal of the week along with a starch and a vegetable.
 - Dessert is TBD – figuring out a way to pass this in a timely manner, *suggestions?*
- As we will try to get the meals out as quick as possible, some passing may be done while the meeting starts.

Precautions and Requirements:

Staff will be in masks and wearing gloves during food service.

Guests will be asked to wear a mask until sitting down at their table.

There will only be soda or water bottles available for beverages.

Food will be plated on higher end paper plates.

Tables will be set with paper napkins and our plastic silverware.

Guests will be asked to find their seat after their arrival to avoid a “cocktail” setting.

Sanitizer stations will be set up around the patio.