

## IWF Toronto Guidelines for Dine-Around Hosts

*Last updated: January 14, 2010*

Thank you for your generosity in accepting to host an IWF Dine-around, our organization's most venerable and well-loved tradition. The following guidelines are designed to help you and your guests have a painless, guilt-free and memorable experience. Good luck!

1. Only IWF members are eligible to attend a dine-around. Occasionally, an exception may be made for a Fellow of the IWF Leadership Foundation.
2. The host will set the number of guests she is comfortable receiving. Ideally, this number will be 8-10. If the number exceeds 14, there should be two tables.
3. It is not acceptable for hosts or attendees to lobby the Executive as to assignment of location. It is acceptable for attendees to let the Chapter Executive know if they have specific constraints such as geographical or travel time limitations, or allergies to specific foods or pets.
4. You will be given the names of your attendees one week in advance of the event. At that point, you should email your guests with a map to assist them in getting to your home. (*Assuming we don't have the database...*) It is also a good idea to remind them to let you know about any allergies they may have at this time, and to remember to bring their cash or cheque for \$85 made out to you as the host.
5. Any attendee who cancels less than 48 hours before the dine-around, or who does not show up after confirming, will be invoiced by the Chapter Treasurer or administrative assistant, and the money will be remitted to the host. The host will be responsible for reporting any no-shows to the Chapter Executive.
6. The Chapter Executive sets the amount that each member will pay to the host to cover the cost of the evening. This amount is currently \$85.00 for the Toronto Chapter. This is your budget for the evening. The Chapter cannot reimburse expenses above and beyond this budget.
7. Most members find that catering the evening provides the best opportunity for them to enjoy the discussion. It is perfectly acceptable, however, to prepare and serve the food yourself.
8. You should provide a bowl in the front hall for attendees to place their cash or cheques. It is a good idea to put a blank cheque in the bowl to stimulate people to remember to leave it there.

9. As host, you are responsible for animating the discussion. While there is no need to provide a specific topic, some dine-arounds do have a theme or a specific discussion around casual remarks or subject matter prepared by one attendee. Every dine-around includes the opportunity for each person at the table to say a few words about herself and to share as she wishes, and without pressure, what is going on in her life. These conversations are among the richest and most appreciated exchanges among the membership. Remember that the members are there to enjoy each other's company. Too much structure can be counterproductive. However, some of IWF's best ideas for programming and activities have come out of dine-arounds, so do make sure to relay anything worthwhile back to the Chapter Executive for consideration.
  
10. Remember to take pictures and to email them to [iwftoronto@iwfcanada.com](mailto:iwftoronto@iwfcanada.com) for use on the website and/or in the Toronto Chapter newsletter.