



Guidelines for Brownstown • Ewing • Main Street Luncheons

Luncheons are from 11:00 AM until 1:00 PM at Heritage Park

Sponsoring Business Host is responsible for:

- Making all arrangements for food and drinks (including plates, napkins, and eating utensils)
- Determining the menu
- Preparing/Ordering/Serving the food, unless caterer takes care of this
- Clean up after picnic is over (BEMS will remove trash from trash containers)
- Inclement weather, the picnic will be held at the Brownstown Christian Church Fellowship Hall (BEMS will notify members by email)
- Providing tables to serve food on (usually 2-3, 8 ft tables are enough)

BEMS will be responsible for:

- Getting notice out to BEMS members via email, social media, and newsletter
- Reserving Heritage Park for Luncheon
- Providing sign denoting BEMS sponsored event and make additional signs for tables
- Providing list of those calling in reservations
- Checking attendees in

Note: Please tell us the number you want to use as a cut-off for reservations. If using a caterer, please try to support BEMS member caterers. List can be provided upon request.