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## Getting Started With a Panic-free Planning Potluck

Thanks for your interest in organizing and/or hosting a Panic-free Planning Potluck. You, or someone in your group, will be responsible for **bringing together the Potluck group** (a minimum of 8 people – any combination of singles and couples is OK), **picking a date** and **finding a location**.

Please keep in mind that these events are best without kids present, so you may need to figure out childcare, too.

**STEP ONE:** Gather a group. You will need a minimum of 8 people.

As you talk to friends or acquaintances about attending a Planning Potluck, make sure they read this so they know what they are getting into: <http://www.amyshef.com/panic-free-planning-potlucks.html>.

**STEP TWO:** Come up with three possible dates that you all can make.

Try to make them Saturdays or Wednesdays. I am **not** available on Thursday nights and Mondays are not too good. The Potluck and signings should take about four hours, so the event will likely go from 6 to 10 (with possible variation on each end, time-wise). I am open to daytime get-togethers if that is what works for your group!

**STEP THREE:** When your group is finalized, and you have possible dates, send me an email with:

- Guests' names.
- Guests' email addresses.
- Indications as to which, if any, guests are a couple.
- Guest who will be hosting, with their address and phone number.
- Possible dates.

After we've confirmed a date, I'll send each participant a work-packet that includes an engagement letter and an invoice. I request payment in advance – I'm currently working on an online system that will accept credit cards, but for now you'll all have to put the check in the mail!