

## Potluck Events

### What is a “potluck”?

A potluck is a meal at which each guest brings food that is shared with others. Potluck events are exempt from licensing requirements if:

- Food is brought by the people attending.
- Food is not prepared in or brought into a licensed food establishment kitchen at the site of the potluck.

### *Following are some examples of potluck/not potluck events/special food events.*

The following examples may help you determine if your event is exempt from licensing. If you need help to determine if your event is exempt from licensing requirements, please contact us at the information listed at the top of this page.

**A school PTA plans a potluck for parents. Families bring food to share. The school provides paper supplies and beverages. Food is served in the school cafeteria, but the kitchen is not used at all for the potluck. *This IS a potluck event and is EXEMPT FROM LICENSING because the food is shared and is not brought into the licensed kitchen. Schools may sponsor a potluck if the school kitchen is not used in any manner for the potluck.***

**A local motorcycle club publicly advertises a potluck. The ad asks people to bring a chicken (cooked at home or purchased from a store) and a side dish to share. Event organizers will provide beverages, dessert and paper supplies. *This IS a potluck event and is EXEMPT FROM LICENSING because the food, beverages and supplies are shared by the attendees.***

**A 4-H club publicly advertises a spaghetti dinner. All of the food will be prepared at a local social club. *This IS NOT a potluck event and REQUIRES A LICENSE because the food provided was not brought by the attendees.***

**A youth hockey club publicly advertises an event at a local restaurant. All of the hot food will be hot held in the licensed restaurant’s ovens. *This IS NOT a potluck event and REQUIRES A LICENSE because it uses the kitchen of a licensed food establishment.***