**Email Template 4:**

**Menu Assignments**

**Subject:** [Club Name] ~ [Dinner Theme]! (Menu Assignments)

**Dear [Guest's Name],**

Thank you for RSVPing! I’m thrilled you’ll be joining us for our upcoming dinner. Here are the final details and your menu assignment:

📅 **Date:** Saturday, March 10th  
⏰ **Time:** 6:00 PM  
🏡 **Location:** Hosted by [Host Names], 1234 S Main St, Anytown, USA

**Your Assignment:**  
You’ll be preparing **[Dish Name]**, which corresponds to **Dish Type (e.g., appetizer, side dish, dessert)**.

**Guest List & Menu Assignments:**

1. **Jeff & Chris:** [Cocktail Name] (signature cocktail), [Main Course Name] (main course), water, and sweet tea.
2. **Marty & Susan:** [Appetizer Name] (appetizer).
3. **Ray & Lauren:** [Appetizer Name] (appetizer).
4. **Lori +1:** [Starter Name] (starter).
5. **Jim & Jill:** [Side Dish Name] (side dish).
6. **Ron & Dave:** [Dessert Name] (dessert).

**Additional Details:**

* Please prepare your dish for **12 servings**. For appetizers, plan for 2 servings per person.
* Don’t forget to bring a bottle of wine to share that complements the evening’s theme!
* Recipes for your assigned dish are attached for your reference.

If you have any questions or need any assistance, feel free to contact me. I’m here to help!

Looking forward to sharing a delicious and memorable evening with all of you.

**Warmly,**  
[Your Name]

*These templates should provide a clear, professional, and enthusiastic framework to keep your dinner club running smoothly. Adjust dates, names, and specific details as needed!*