

# Hospitality Checklist

*Arrive at 9:40 to be in position at 9:45*

## Greeting

- Be in position by 9:45.
- Smile, greet everyone, and offer them a bulletin.
- On hot days keep only one door open until the 9:55 rush, and then go to two. Go back to one door when the rush has died down.
- As soon as the rush is over:
  - Check to see if the water needs to be topped off.
  - Check to see if the coffee or hot water is empty, and put out the reserve urns.
  - Check to see if water and coffee need more cups or lids.
  - Put out more creamer if needed.
- Keep greeting until 10:25. Leave extra bulletins outside on the ledge.

## Offering

- Be ready at 10:25, though pay attention because the time varies by a little.
- Captain gets the buckets from the metal cabinet in the left rear storage area.
- Gather as soon as the intercession leader goes up.
- Divide buckets and assign positions.
- Go forward as soon as intercession ends and the offering leader begins to talk.
- Wait in front position until the offering prayer is completed.
- Pass one bucket each direction and keep them moving to the back of your section.
- When done with the section, walk the buckets back to the captain.

## Snack Set-up

- Gather at 11:20
- Have 2-3 members set-up the snacks outside.
  - Fruit and veggie trays in fridge
  - Donuts on the counter
  - Take napkins out of donut boxes.
  - Put out plastic forks in some paper cups.
  - Put out stacks of paper dessert plates.
  - Put out tongs for getting food.
- Refills
  - Top off the water.
  - Check to see if the coffee or hot water is near empty, and put out the reserve urns.
  - Check to see if water and coffee need more cups or lids (coffee station only). There should be at least 50 cups at each water dispenser.