

# Bedding Preparation & Dining with Neighbors

(During Wonderful Wednesday)

## CHECK LIST

\_\_\_ Arrive by 5:15 pm on Weds. at the Kerr Bldg.

### Set-Up for Dinner:

\_\_\_ Place "Reserved" sign, found in the RITI closet, on 3 tables near the kitchen. Make sure tables are set for dinner.

\_\_\_ Put a welcome letter, found in the closet, at each neighbor's place above their plate. These give info about our rules and our schedule.

\_\_\_ During Wonderful Wednesday, all hosts (or as many as possible) should wear a lanyard that says "Room in the Inn – Host."

\_\_\_ AS SOON as the neighbors arrive, give them each a lanyard that says "Room in the Inn - Neighbor" and explain that everyone involved with the RITI program is wearing one. If they need assistance, they can ask someone wearing a lanyard that says "Room in the Inn - Host". These do not take the place of nametags. The lanyards are hanging on a hook in the closet.

### Upon Arrival of Neighbors:

\_\_\_ All dinner hosts should greet our neighbors at the tables. Fill out nametags for the neighbors and yourself. If they haven't already done so, direct them to the bleachers, where they can leave their things. Make sure they know where the restrooms are so they can wash up immediately for dinner.

\_\_\_ When all are gathered back at the tables, point out the welcome letter and ask if they have any questions.

\_\_\_ Tell the neighbors that they will be awakened at 4:30 am, breakfast will be at 5:00 am, and the van will leave at 5:30 am to return them uptown.

### Dinner:

\_\_\_ Invite the neighbors to the kitchen window to get their dinner and drink. (This is preferred to serving them, because they typically feel more at home this way.)

\_\_\_ When dinner includes a self serve table (ex. for tacos or for salads), please have one of your dinner volunteers stand by the table to make sure that the neighbors take a reasonable portion of toppings.

- \_\_\_ If the neighbor explains that they aren't eating the main course and want only salad, please offer to make them a peanut butter sandwich or soup from the RITI closet. They can certainly have a larger salad, but the toppings are limited and we want to have enough for the rest of the WW diners. Bread should be in the kitchen, possibly frozen.
- \_\_\_ The neighbors normally finish eating before everyone else. Have one or two dinner volunteers serve them dessert, while the rest of WW is eating dinner.
- \_\_\_ **All the hosts should dine and chat with our neighbors at their tables.** After dinner, the hosts can resume their jobs. We want our homeless guests to feel welcome as our friends, so we really want to discourage our volunteers from just standing around during dinner.
- \_\_\_ Ask the neighbors to throw away their trash when finished. Some neighbors may want to help clean up, which is fine. Neighbors just aren't allowed in the kitchen or RITI closet.
- \_\_\_ Some food and beverages may be left out on a table in front of the kitchen for evening snacks.
- \_\_\_ Wipe down tables, but leave them up for breakfast.
- \_\_\_ If not already provided, prepare a small pot of coffee using the coffee from the RITI closet. Put out creamer, sugar, and sugar substitute. Also cups and plastic spoons (all found in RITI closet).

### **Bedding / Bathroom Preparation AFTER DINNER:**

- \_\_\_ Place 12 chairs around the perimeter of the gym, women in front of stage, men against back bleachers.
- \_\_\_ Place a sleeping mat next to each chair, 12 total.
- \_\_\_ On top of each mat, place - 1 blanket, 1 comforter, 1 pillow, and one bag of linens from the rolling bin.
- \_\_\_ Help make up all the beds for the neighbors.
- \_\_\_ Place one basket of toiletries in the men's room and one in the women's room.
- \_\_\_ Privacy screens are for the women guests and should form a wall separating their sleeping area from the men's.
- \_\_\_ After the children have left, the neighbors may take showers.

### **Entertainment:**

\_\_\_ After the children have left, the neighbors may play basketball, watch TV, etc. or just go to bed. Entertainment is optional and should never be forced.

**Thank You for Serving!**