

Room In The Inn
Host Leader
CHECK LIST

3 to 4 weeks before you host:

- ___ Have class members sign up for jobs on the "Volunteer Sign-Up" sheet, found on this website.

2 Sundays before you host:

- ___ Provide Check Lists from this folder to Overnight Hosts, Breakfast, and Bag Lunch volunteers, so they can plan ahead.
- ___ Begin collecting money for breakfast and lunch supplies.

Sunday before you host:

- ___ Confirm everyone can meet commitments or find replacements.
- ___ Distribute the rest of the Check Lists to the volunteers. Please read and familiarize yourself with the "Bedding Prep & Dining with Guests" check list, since you should be leading this along with Monthly Director on your host night.
- ___ Read "Policies" (in folder) to volunteers. Discuss final preparations.
- ___ Collect remainder of money needed to buy breakfast or lunch food.

Monday night of host week:

- ___ If you have concerns about any volunteers, especially the Overnight Hosts, PM and AM Transportation, or Breakfast, call them to confirm and to answer questions they may have.

On your night to host:

- ___ Arrive at 5:00 pm (in December & 1st week of Jan) **OR** 5:15 pm (2nd week of Jan, all of Feb & March).
- ___ Give as many hosts as possible a lanyard that says "Host". When Wonderful Wednesday is NOT in session, this may not be necessary.
- ___ With Monthly Director, greet guests at back door of Kerr Bldg and direct them to their tables.
- ___ Give each neighbor a lanyard that says "Neighbor" and explain that everyone involved the program is wearing one and that if they need assistance to ask someone with the "Host" lanyard. When Wonderful Wednesday is NOT in session, this may not be necessary.
- ___ Distribute nametags (in closet) at the tables. SIT and Visit with guests during dinner and follow Monthly Director's lead in setting up bedding and toiletries AFTER dinner.
- ___ Unless you make arrangements with Monthly Director to do otherwise, please stay until the Overnight Hosts have arrived at 7:00pm.
- ___ Please return RITI instruction folder to the Monthly Director.

