

## **Hospitality:**

Identifies volunteers

Works with person in charge of ordering food

Trains volunteers to do the following:

- Set up tables with tablecloths and centerpieces

- Put Name tags, pen, any announcements on tables

- Fill water pitchers with ice and water and put on every table/cups

- Put small plates for dessert on each table

- Set- up serving tables - cover with tablecloths

- Serving platters or warming trays on tables

- Make coffee if being served - put out cream and sugar, cups and stirrers

- Set out food - serve if that is decision of chairperson

- Put away leftover food - pack up and save or distribute

- After video, wash tablecloths and put away centerpieces

- Cleans out coffee pot

- Takes out garbage

Sets up table to welcome guests and tells them their table number walks them to their assigned table.

Serves as greeters to the guests and may also handle sign-table, especially at trainings and Retreat

Very important for Hospitality Chairperson to create a schedule for volunteers and assign one volunteer to "be in charge" if she or he will not be at each session.

Chairperson can divide volunteers so there are 3 at each session.

Can also also split session - can have 3 people set up and then have 2-3 people come after video starts to clean up.

Hospitality chairperson is not the person who plans meals and orders food, paper products, utensils, paper cups and napkins. This is a team member who works with Alpha coordinator.