

CHECKLIST FOR HOSPITALITY TEAMS

- _____ 9:30 greeters should take out parking signs by 9:15.
- _____ Be sure coffee is started; turn on dishwasher at least 45 minutes before use.
- _____ Check to see that ushers are using the appropriate money pouches.
- _____ Be sure ushers have located the large-print hymnals and understand that there are two to the set. Verify whether or not the teal hymnals will be needed.
- _____ Remind ushers to start the second basket only when the first one has started down the second row.
- _____ Remind the ushers to count the house before the children leave.
- _____ **ASK YOUR ENTIRE TEAM TO HELP GREET FOLKS AT THE COFFEE HOUR, ESPECIALLY THOSE WITH MAROON CUPS.**
- _____ Ask ushers if both money pouches were placed in cupboard through the slot.
- _____ Someone from the 10:30 team should be assigned to take home the used towels and dishcloths to wash, dry, and return within two weeks.
- _____ Turn off dishwasher.