

CHECKLIST FOR RECEPTION HOST

- **Reception Host: Reception**

(If the fellowship hall is being used for a reception, the Officiant finds a reception host.)

- The host communicates with the family's designated person on the following:
 - How the tables will be set up, that there will be a space for picture/ memory boards.
 - Basic Set up procedure including stock table clothes and paper goods. The family is welcome to supply their own table clothes/ paper goods if they do not want to use ours.
 - Communicates that the host will prepare Coffee and Tea
 - If there will be Audio/ Video needs at the reception, the host will connect them with the Communications Manager
 - Communicates with the family they can arrive up to 2 hours before the event, and the reception can last up to 1.5 hours, at which point the host will begin cleaning up.

JORDAN

- The host is Bethany's representative on the day of the reception. One of their main responsibilities is hospitality.

BEFORE THE MEMORIAL SERVICE

Help load and unload stuff from the family's car as needed, welcome people, help orient them to the building and the kitchen (as needed).

- This may include setting up flowers that have been delivered to the church.
- Set out Cones in passenger load/unload zone; set up white stand in narthex for guest book

BEFORE AND DURING THE MEMORIAL SERVICE

- Put table cloths on all tables and arrange paper goods
- Get silver platters and doilies from furnace room for food display
- Prepare Coffee, Hot Water, Tea, Cream, Sugar, Stirrers, Cups & Pitchers of Cold Water
- Arrange all food & serving utensils for reception to be on tables for as soon as memorial service is over
- Maintain food trays during reception

AFTER THE RECEPTION IS OVER (Reception lasts 2 hours max)

- After 2 hours begin cleaning process, minimizing food, packing leftovers up, begin to put away extra chairs (accept help!)
- NO FLOWERS to be left at church.
- The host will do a walk-through of the narthex and sanctuary, cleaning up any extra bulletins, tissue boxes, and vacuuming any major messes.
- The host will clean up the Fellowship Hall after the reception has ended.
 - Trash, recycle and compost emptied.
 - Basic Vacuum, see Bissell in Furnace room & vacuum in back room
 - Take down tables and chairs

- If the host is unable to take down the tables, they can ask someone from the family/ attending the reception, or if necessary, can leave the tables set up and contact the Senior Pastor notifying them the tables didn't get struck.
- The host will do general tidying up of bathrooms.
- Receive Check - The host is available to receive the check from the family, though the officiant could collect it earlier, and it can be mailed after the service.
- Turn out all Lights & Lock Doors - The host will lock all doors, sanctuary, fellowship hall and turn off lights.