



Meal Host Responsibilities

5:15

- Be on site from 5:15pm to 7:00pm
- Write up name tags for volunteers
- Keep the dinner warm in the oven/stove top
- Have drinks and ice set out and available for guests

6:00

- Have guests grab their plate and go through the line buffet style or serve family style- whichever your church chooses.
- Sit with the guests, if at all possible. Treat them as you would a guest in your own home.
- Leave out drinks and dessert for a snack.
- Put up leftovers and clean up the general area. Guests should clean up their own items
- Encourage guests to pack their lunches for the next day.
- Sweep and wipe down tables, guests may assist
- Clean up lunch items, if necessary, guests may assist.
- Introduce the Evening Hosts, once they have arrived and settled in.
- Write any necessary information in the binder.