

MEETING HOST DUTIES

For emergencies contact American Legion Hall Manager Loretta (805) 610-2708 or lorettamazzo@gmail.com

Add instructions for speaker system.



BEFORE MEETING.

Contact your CoHost(s) to coordinate assistance and hand-off of bins at end of meeting. A list of Hosts and CoHosts is in the bins and on the website.

Arrive approximately 5:30 PM to prepare for 6:00 PM meeting. Bring a flashlight.

- Ice. Bring 10-20 lbs (1 or 2 #10 lb bags) crushed ice as needed for the season. Submit receipt to Treasurer for reimbursement.
- Open facilities. Key to side door is on wooden holder included with traveling Host bins.
 - Lights. Turn on lights for main floor at panel to left of stage.
 - Turn on lights at wall switches in kitchen and other locations



- Thermostats
 - Warm weather: set two swamp cooler controls on high & open windows in food serving area. Fans in stage wings may also be used, if necessary.



- Cool weather: turn heaters to 65 degrees.



- Ovens
 - Set temperature on the right oven to 250 degrees
 - Set temperature on left oven to 350 degrees.



- Table and Chairs
 - Set up tables & chairs per **diagram** included in Host/ Co-Host instructions.
 - Cover tables with clean cloths included in traveling bins.
- Trash containers.
 - Bring in blue recycle bin near outside dumpster (if not full) & place near beer/ wine table for bottles.
 - Bring 1-2 lined trash bins out of kitchen & place in dining area for waste.
- Shared wine/ beer table.
 - Place bag/s of ice in metal chiller/ cooler for cold beverages.
 - Begin to open some bottled wines/ beers (save some corks for recorking later).
 - Hosts/ Co-Hosts will service area for the evening.

- BBQ. If BBQ will be used, the key to unlock the BBQ itself is inside the cabinet to left as you face the south wall sink. Combination "830". Separate BBQ Instructions provided in traveling bins.



Key on inside of cabinet will unlock padlock on outside BBQ. Raise grill to start wood on fire.



AFTER PRESENTATION

- Assist with food set out onto serving tables. Check that all foods are taken out of oven & refrigerator and placed on tables.

AFTER MEETING

- Wipe tables & return all tables and chairs to their racks.
- Recycle empty bottles & re-cork opened bottles. Gather ALL remainders from table for HOST to take home, as desired.
- Kitchen
 - Clean counters, stove top, microwave & sinks in kitchen.
 - Turn off ovens.
- Floors. Sweep, dust mop, wet mop &/ or spot clean meeting room, dining room, serving room & kitchen floors.

- Trash
 - Place trash bags in dumpster (combination “2014”)
 - Re-line trash cans with fresh plastic bags (provided in traveling bins)
 - Recycle glass and cans. Place in blue recycle container near dumpster (if not full) If full, place in dumpster.



- Room Temperature
 - Cool weather. Set Thermostat to 55 degrees to prevent freezing pipes.
 - Warm weather. Turn off cooling units
- Bathrooms
 - Leave clean
 - Leave doors open during cold weather so pipes don't freeze.
- Replenish items in traveling bins. Notify co-host of any items that need replenishing, e.g. dish soap, paper towels, sponges, etc.
- Close facility
 - Doors and Windows. Close and lock.
 - Lights. Turn off lights
 - Front Door and Side Door. Make sure front door is secured.
- Pass on bins to CoHosts who will be Hosts for next meeting. CoHosts will
 - wash and fold linens and return to bins
 - wash utensils and return to bins
 - replenish supplies as needed. Submit receipt to Treasurer for reimbursement.

THANK YOU!!