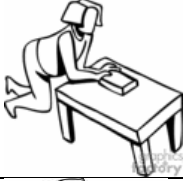



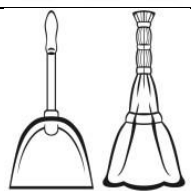

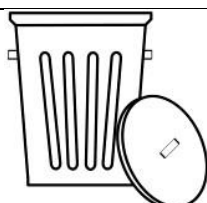









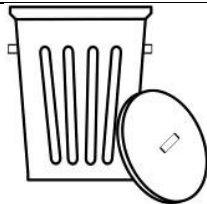

# Guidelines to Hosting Hospitality Sunday

Thank you for hosting a “Hospitality Sunday” at Sts. Michael and Gabriel Parish. Tables, chairs, urn, cutlery and tea and coffee will be provided and set up for you. These are found in the storage container. Take note to remember where everything was taken from so that it can be returned to the same location. We kindly ask everyone who hosts to coordinate the clean-up.

## Set up checklist:

	Unpack, clean and set up tables from the storage container.
	Unstack and clean as many chairs as you think would be used based on church attendance.
	Fill up and turn on the urn and water dispenser.
	Set up tea, coffee, cups, cutlery, utensils, dishes and napkins as required for the day.
	Sweep the courtyard and make sure all rubbish is picked up.
	Set up food on the tables. Keep in mind items that are temperature sensitive and keep them refrigerated until the end of the service.
	Dispose of any rubbish bags into the large red wheelie bin at the side of the Church.

## Clean-up checklist:

	Clean all tables and return trestle tables to the yellow storage container.
	Stack chairs to one side in the courtyard.
	Place cleaned urn, water dispenser and extension cords back onto the wire shelf in the yellow storage container.
	Place unused tea, coffee, cups, cutlery and napkins back in the red wired shelf in the yellow storage container.
 <small>ggl2248625 www.gogetash.com</small>	Wash any dishes and utensils.
	Sweep the courtyard and make sure all rubbish is picked up.
	Take away any food in the fridge that you bought with you.
	Dispose of any rubbish bags into the large red wheelie bin at the side of the Church..
 <small>www.shutterstock.com - 105093188</small>	Take home and clean any used table and kitchen cloths and place them back in the wired fellowship shelf in the yellow container.