

ROOM IN THE INN – HOST DUTIES

EVENING

1. Arrive at Micah between 5:30 and 6:00 P.M.
2. Bring your favorite pillow and a blanket/sleeping bag if you own same.
3. The guests will arrive between 6:15 and 6:30.....meet and greet same.....
4. The sleeping area will be set up for them.....show them the TV viewing area. Show guests which bathroom they are to use the one closest to the sanctuary....and show them the designated smoking area (the back door that leads to the patio).
5. Warm weather clothing will be displayed on tables in the TV and dining area ...encourage the guests to pick through and take home with them....
6. Return to dinning are for evening meal.....do not sit together, but split up and dine with the men.
7. At the conclusion of the meal, take coffee urn and some of the desserts and set them up in the designated area.
8. If there are requests to move any of the men out of the main dorm area because of snoring, etc feel free to do so.
9. On a typical session, half of the guests will go to sleep right after the meal and the remainder will nod off between 9-11 depending upon TV interest. The lights should be dimmed at 8PM and the TV by 11 PM.

MORNING

10. THE MORNING PICK UP IS AT 5:30; THUS YOU WILL NEED TO BE UP BY 4:30. Men up no later than 5AM and lights on.
11. The large coffee urn will be on a timer in the kitchen and coffee should be ready for consumption at that time....unplug same and move into dinning area.
12. Lay out breakfast items.(cold cereal, fruit, rolls and butter)
13. Encourage men to take down their own cots and store same in Pod #1 on shelves.
14. Clean bathroom and pantry where evening coffee and desserts were housed.
15. Guests arrive with and take home their own blankets.....The sheets and pillow

cases are ours.....place same in large garbage bags or designated bags and store in main hall closet..

16. Clean up dinning area.....make sure men take paper bag lunches with them when they leave.....
17. Make sure you have a count of men at the pickup time (typically 14).
18. Store your air mattresses.
19. Any donated clothing that is not taken should be put back into containers and moved into the hallway for Dave to pick up.
20. Stack the chairs that are in the TV viewing area.
21. We try and leave Micah as clean as possible.
22. Make sure that all doors are locked including “smoking door” and front doors.

EMERGENCY NUMBERS

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REVISED 9/22/14