

**SATURDAY NIGHT
OVERNIGHT HOST
(ADDITIONAL TASKS)**

**All Necessary Cleaning Supplies are in the IHN Storage Room.
The Take Down Coordinator will come Sunday morning. But, your help in getting
the guests to do as much as they can Saturday night or before departure on
Sunday is appreciated.**

**SATURDAY NIGHT: (JUST SUPERVISE THE GUESTS AS THEY DO
THESE):**

_____ **Enlist the help of the ADULT guests in cleaning up all of the
spaces. Making sure all debris is in waste baskets.**

_____ **Sweep up or Vacuum these spaces as needed: (Ellen Hall
Dining Room, Kitchen)**

SUNDAY MORNING:

On Sunday morning the van comes about 7:30 AM.

Ask each adult WHO IS NOT RETURNING THAT EVENING to do the following:

_____ **Remove linens. Place linens and towels into a pillow case
and put them into large garbage bags**

_____ **Fold up their cots WITH THE PILLOW INSIDE.**

_____ **Roll their cots into the hall and leave there.**

BEFORE GUESTS LEAVE:

_____ **Check all areas to be sure that guests take all of their property.
Or, if returning to First Church for the next week, that their
property is bagged up in the hallways by their folded beds.**