

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

All Necessary 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.
- _____ Sweep up or Vacuum rooms as needed (Ellen Hall Dining Room, Imagination Room, Junior High Room, Kitchen, Lower Level Hall.)
- _____ Return the IHN items to the Storage Room (NOT ON HOLIDAY WEEKENDS).
(Toys and Games and Crafts and Books and Videos).
- _____ Put Computer on Cart and Television into Imagination Room Closet. (NOT ON HOLIDAY WEEKENDS)
- _____ Roll the television on the cart in the Junior High Room to the Religious Education Work Room.
- _____ Clean the downstairs bathrooms.....with toilet cleaner and sink cleaner. (IHN Storage Closet in Storage Room)
- _____ Wipe off surfaces in the main floor bathrooms.

SUNDAY MORNING:

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

- _____ Ask each adult to do the following:
 - _____ Remove linens. Place linens and towels into a pillow case and put them into the Storage Room. EXCEPTION: Any guests who will be returning the following week (when we host back-to-back weeks) should not remove linens. They should fold up cots with the linens ON, (if the room will be used for Religious Education) and label their cots.
 - _____ Fold up their cots WITH THE PILLOW INSIDE.
 - _____ Roll their cots into the hall and leave there.
 - _____ Clean up and vacuum their rooms.

BEFORE GUESTS LEAVE:

- _____ Check all areas to be sure that guests take all of their property.