

## Unit Game Hospitality Task List

When hosting a Unit Game, here are the tasks to perform. Hosts should arrive 45 minutes prior to game time and be prepared to stay 30 minutes after the game for clean-up. Be sure you have keys to open up the building and the SCBC.

### Before game:

- The Unit maintains a supply of dry snacks. Purchase perishable food you think would be enjoyed by the players, such as fruit, cheese, a pie, etc. The budget is \$30 per game.
- Unload dishwasher and put glasses and dishes away.
- Make one pot of caffeinated and decaffeinated coffee; 2 scoops of coffee per pot. Press **START** once! During the game, make another pot if needed.
- Check restrooms for towels and toilet paper. Supplies are in storage room; the key for the paper towel dispenser hangs on the shelf posts.
- Put out snacks from the Unit kitchen cabinet (the lower cabinet to the right of the oven) on table in main room.

### After game:

- Rinse coffee pots and place in drying rack; turn off coffee maker warming pads.
- Save dry left-overs and return to Unit cabinet.
- If there's perishable food which will not keep until the next Unit game, put "Okay to Use" on these allowing Club Owners to use.
- Clean up kitchen, load dishwasher and start it in normal mode.
- Wipe off the main room table top with clean rag/sponge and soap; vacuum by the food table; vacuum any other area with crumbs, etc.
- Load small refrigerator with water and soda.
- Make bridge playing area ready for next game, such as putting chairs back and putting pencils out.
- If cleaning service is not scheduled before next game, unload trash and recycle containers, replace plastic bags, and take full bags to waste receptacles marked #200 in north parking lot.
- Turn off lights, lock door to SCBC and second story door at top of stairs. If after 4PM, lock front door.
- Note on white board hanging on kitchen door, if any supplies need re-ordered.

*Thank you!*

*December 16, 2015*