

SET UP, GREETER, HOSTESS AND CLEANUP SIGN-UP SHEET

MINISTRY NAME:

DATE OF EVENT:

ASSIGNMENT	NAME
Set up	
Set up	
Set up	
Set up	
Greeter	
Greeter	
Hostess	
Hostess	
Hostess	
Hostess	
Cleanup	
Cleanup	
Cleanup	
Cleanup	

Assignments:

Set up - Responsible for setting up and decorating the tables and the Crystal Room.

Set up will take place on the Thursday night or Saturday morning prior to the date of the event.

Greeter - Responsible for manning the entrance and welcoming visiting church members.

Hostess – Responsible for waiting on the elderly, the physically challenged and the head table.

Cleanup - Responsible for washing the dishes, taking down the table settings and taking out the trash.