

HAPPY HOUR HOSTESS/HOST RESPONSIBILITIES

Happy Hour typically will run from 5 to 7 pm although guests may stay later if they choose. We will try to have two to three volunteers, one of whom should greet residents.

- Greet residents. Ask people if this is the first time they have attended happy hour. If so, offer to help them find seating and introduce them to the residents at the table. Paper name tags will be available for people if they do not have a Gallery name tag.
- Midway through the evening thank residents for coming & introduce new residents. Remind residents to clean their tables & recycle wine bottles in bin available. Please ask if anyone is interested in hosting a future happy hour. If anyone is interested please let Sue Duss know so she can contact them.
- Make sure there are enough plates, cups, napkins, or utensils. Extras will be available in the storage closet (nearest the back double doors with the trash cans)
- At 7 PM begin to clean trash that has been left behind. Do not do this before 7 PM as some residents may still be eating.
- Return extra paper goods, baskets & cups to the storage closet.
- Put folding chairs on racks and throw tablecloths in the trash.
- All trash should be bagged and put in the outdoor trash cans by the double doors outside the multi-purpose room. It cannot be left on the patio.
- Confirm with those staying later than 7 PM that they are now responsible for taking their trash home and provide them with a trash bag (available in the kitchen).
- Close all doors from the multi-purpose room to the patios.
- Put down all umbrellas.
- Check to be sure the outside rest room doors are locked.

THANK YOU FOR VOLUNTEERING, WE APPRECIATE YOUR SUPPORT!