

Overview of Director's Responsibilities (Week of Event)

Monday

- ☐ Send out an email to all of your volunteers, provide expectations
- ☐ Ask them to confirm receipt and acknowledge their assignments

Wednesday

- ☐ Confirm all volunteer assignments

Thursday

- ☐ Get bus keys from Church Office
 - ☐ See Harriet Rosenbaugh
- ☐ Sign out Congregation House key
- ☐ Check gas level in bus
- ☐ Confirm all linens clean & ready

Friday

- ☐ Arrive congregation house by 3:30pm
- ☐ Set up room (diagram 1)
- ☐ Set up dining area (diagram 2)
- ☐ Give keys to bus driver
- ☐ Bus driver's cell _____
- ☐ Start brewing coffee
- ☐ Unlock TV/game room downstairs
- ☐ Coordinate with dinner team
- ☐ Greet guests upon arrival
- ☐ Get guest list from driver
- ☐ Provide dinner blessing
- ☐ Provide overview of program (Note 1)
- ☐ Provide timeline (Note 2)
- ☐ Provide rules/guidelines (Note 3)
- ☐ Contact lunch providers to give number of guests
- ☐ Unlock senior high/ TV room
- ☐ Meet with overnight hosts

Saturday

- ☐ Arrive Congregation House NLT 7am
- ☐ Check in with Overnight Team
- ☐ Greet Breakfast Team
- ☐ Turn on lights in sleeping area NLT 7:30 am
- ☐ Review morning timeline with guests
- ☐ Set out linen baskets
- ☐ Ask guests to strip linens, and place linens and towels into baskets
- ☐ Ask guests to fold blankets and comforters and leave them on the bed. (Do one bed as an example.)
- ☐ **Start serving breakfast at 7:45 am**
- ☐ Confirm bus driver on hand
- ☐ Confirm all guests board bus
- ☐ Supervise and assist with clean up – ensure that both restrooms are clean and empty of any overnight items (towels, bath mats, etc.)
- ☐ **Ensure "Smokers' Door is locked**
- ☐ **Ensure TV/Game Room is locked**
- ☐ **Ensure front doors are locked**
- ☐ Place 1 linen basket on lower level of stairs near back door of Congregation House
- ☐ Richie King gets one basket
- ☐ Deliver 4 linen baskets to closet across from church office
- ☐ Deliver 2 baskets to The Pines
 1. 422 Dogwood Court
 2. 700 Villa South (Left Side)
- ☐ Confirm bus driver returns keys to the church office

Suggested Narratives

NOTE 1: Welcome

Welcome to Davidson College Presbyterian Church (DCPC) – some of you have been with us before, and we welcome you back. [We hope you came back for our hospitality or our food.] For those of you who are new to DCPC – we are happy to have you here. I am _____ and I am your host for this evening, but as you can imagine. . . I have a LOT of help. Your bus driver is a volunteer. We had volunteers who washed your linens and towels, volunteers made this dinner, others will be here first thing tomorrow morning to have breakfast with you. Still others will be making bag lunches for you. A team of folks set up the beds you will sleep in tonight, and they will take them down tomorrow so this room can host a Sunday School class on Sunday morning. Last, but certainly not least – you will have two hosts who will spend the night here with you.

NOTE 2: Timeline

Here is a rough timeline of your time with us tonight & tomorrow morning:

- ☐ Dinner (now)
- ☐ Free time (after dinner to 10pm)
- ☐ 10 pm – Lights Out
- ☐ 7-7:30 am – Lights On (wake up)
- ☐ 7:45 am – breakfast
- ☐ 8:30 am – depart for Transit Center

NOTE 3: Guidelines

We want you to enjoy your stay with us. In order to help us, please respect each of your fellow guests.

- ☐ We have one washer & dryer – and we ask you to coordinate use.
 - ☐ Please clean the lint filter after every use of the dryer.
- ☐ Our bathrooms have showers, please keep the area around the showers clean. **Also, it can take a little time for the hot water.** Be patient.
- ☐ We have a TV and game room downstairs, it is available for your use until lights out tonight (10pm)
- ☐ We have some toiletries available for you. We also have a small first aid kit, please ask your host if you need anything from that kit.