

## **Duties of the Host**

### Prior to the Event:

1. Obtain a key from a board member
2. Go to the Hall and pick up the NFLA five gallon water jug or plan to bring your own container of water

### Day of the Event:

1. Arrive one hour early
2. Bring 5 gallons of water for drinking and/or washing up
3. Start generator—Follow directions in the generator shed
4. Start coffee (electric) which takes one hour if you make the full 40 cups (optional)
5. If you plan to use the propane stove, turn on the propane at the tank out back and behind the stove and light the pilot light on top of the stove and in the oven.
6. Set up water for drinking
7. Make lemonade (optional)
8. Set up chairs and tables as needed
9. Put out paper products as needed (rentals and other non-NFLA events need to provide own supplies for the event)
10. Make certain that there is a garbage bag in the garbage can

### When Event is Over:

1. Put tables and chairs away
2. Clean coffee pot and dishes
3. Clean table tops with Clorox wipes
4. Sweep floor
5. Take garbage with you/Re-line garbage cans with plastic garbage bags
6. Make certain that any propane lights that were lit are turned off before turning the propane off at the tank
7. Make certain that if you used the propane stove that the propane is turned off behind the stove before turning it off at the tank
8. Turn off the generator
9. Turn off the propane at the tank
10. Lock up the Hall and generator shed
11. Let the NFLA Hall Supply Coordinator (Karen McDonough) know what supplies are low
12. Return key to board member