

# Before

## KUUF Hospitality CHECK LIST



1- Key for side door ONLY



2- Tables rearranged and extra tables put away



3- Set up 70 Chairs



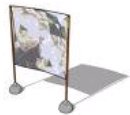
4- Song books and programs every other chair, one set at lectern



5- Chalice at lectern with matches and membership book and pen, chime, offertory baskets, and flowers (if provided)



6- Piano pulled away from wall and turned, do NOT unplug



7- KUUF principles on wooden stand, banner on screen by side door



8- other framed items & info on side tables by windows



9- Beverage urns and supplies on pass-thru area



10- KUUF Cups, plates, napkins, silverware on tables, if needed



11- Brochure rack, guest book, announcement notepad, guest nametags & pen on entrance table



12- Name tags on stand near entrance table



13- Unlock front doors using allen wrench in black box over sealed control panel



14- Sawhorse and sign at entrance to parking lot, signs up on stairway railing at landing, and in front of east side of BHK

# After

## KUUF Hospitality CHECK LIST

PUT AWAY:

in bifold closet



Song books



Chalice, membership book



Name tags on stand and blank nametags on entrance table, pens



Brochure rack, guest book, announcement notepad on entrance table

in hall closet



Coffee urns washed



KUUF principles on wooden stand, banner by front



Sawhorse and sign out front, sign up in stairway



Clean kitchen & tables



Mugs washed and put

away



Tea, sugar, cups, plates, silverware to left of sink (not BHK's area on right)



Vacuum as needed



Piano against wall



LOCK all doors (check upstairs: lights & west door)

Do NOT Put Away



chairs OR tables