



Final Checklist for the Hospitality Team:

Displays:

- Secure the necessary tables for the display.
- Set up the tables according to your planning diagram.
- Label each table with the mission partner's name and organization so they will know where to set up their exhibit.
- Assist mission partners, if needed, in carrying in their equipment for the displays. Be at the registration table to assist mission partners as they arrive.
- Help the mission partners obtain any items needed for their displays.
- Take care of security concerns for the equipment and the mission partner's items.
- Arrange to help mission partners carry out their equipment at the conclusion of the celebration.
- Clean up the display areas after each event.
- Take down the tables after the conclusion of the GIC and clean up the area.

Hospitality/refreshments:

- Double-check your plans for providing hospitality.
- Ensure that you have all the necessary snacks and beverages.
- Set up the hospitality area with decorations, serving areas, etc.
- If it is in your plan, set out the snacks and beverages in the display area prior to the arrival of the first mission partners.
- Monitor the hospitality areas and replace/refresh items as needed.
- Keep the hospitality area clean during and at the end of each day.
- Clean up the hospitality area and return it to its original state at the conclusion of the GIC.

Mission partner host homes:

- Be prepared to answer any last-minute questions that may come up.
- Be prepared to respond to any last-minute changes that have to be made in case of emergencies, travel delays, sickness, etc.

Orientation dinner:

- Double check your plans for the orientation dinner.
- Check to make sure the food preparation is set for the event.
- Set up the serving and dining areas.
- Decorate the dining area according to your plans.
- Seat the mission partners with their host family.
- Provide name tags for all those attending the dinner.
- Provide any directions about how the meal is to be served, and start with prayer.
- Serve the meal.
- Direct the mission partners to the next activity.
- Clean up after the event.



Registration:

- Set up the registration tables the morning of the beginning of the GIC.
- Place signs to direct the mission partners to the registration area.
- Lay out the GIC welcome packets, mission partner nametags, itineraries, and other hospitality items.
- Answer any question the mission partners may have.
- Be prepared to register anyone who arrives late.
- Clean up all materials when finished.

Other tasks to complete: