

## Hosting Checklist for Western Friend Board Meetings

- Designate a contact person (with a cell phone number) to coordinate hospitality, transportation, etc. This individual will be the point person for any issues with transportation, hosting or Meetinghouse concerns.
- Determine who will host the 6-10 Board members using the Hospitality Sheet provided by Western Friend. (Hosts may or may not be the ones to help with airport pick-ups and drop offs.) Sleeping needs and food and pet allergies will be indicated on the sheet.
- Assign some folks to pick up Board Members from the airport and get them to the Meetinghouse on Friday afternoon. The hosts will be the most likely ones to get Board members to the Meetinghouse on Saturday and Sunday mornings.
- Assign someone to have the key to open and close the Meetinghouse on Friday, Saturday and Sunday.
- Provide coffee, tea and some minimal snacks for Friday and Saturday.
- Schedule a potluck with clean up on Saturday night for a program with the Meeting's members and attenders. Hosts to transport Board Members home after the program.
- Hosts to provide transportation to Sunday Meeting. Assign carpools to the airport by those who are available (not necessarily hosting folks) in the afternoon after the Board concludes its meetings.
- Designate someone to lock the Meetinghouse up in the afternoon on Sunday after the conclusion of the Board's work.