

## Hospitality Coordinator Checklist

Your role is to set a welcoming tone for your Bible study, which will build fellowship among the participants. Your tasks include:

- Provide hospitality for your study group. Consider offering some of the following things:
  - Music
  - Tablecloths
  - Fresh flowers
  - Refreshments
  - Hand-written welcome notes
  - Child care
  - Other: \_\_\_\_\_
  
- Determine what additional hospitality is needed. This may include a study “wrap-up” celebration, facilitator meetings, or Bible study team meetings.
- Plan to offer at least coffee and other beverages on the first day of the study. Create a sign-up sheet for snacks and drinks for future sessions if you like.
- Assign greeters to each entrance. Heartfelt smiles and words of welcome are the keys.
- Clean up the facilities so you will be welcomed back.

Optional:

- Choose an ice breaker activity for the Facilitator Orientation and for the first day of the study.
- Consider recruiting greeters, bakers, and musicians.
- Become familiar with the equipment you will need to use, including the coffee machine, ice machine, and dishwasher.
- Work with your Child Care Coordinator (if applicable).
- Work with your Logistics Coordinator to create a facility map, directions, and directional signs.