

## *TGCU Rally Host Duty Reminders - 2023*

- Coordinate plans together with rally host team; first couple listed is team leader.
- If an appointed team member is unable to participate, it is his responsibility to find a replacement & communicate that change to the host team leader at least two weeks prior to the event.
- Plan activities & meals for Thursday evening through Sunday morning.
- Send rally schedule to Debra, [debrabgreen@gmail.com](mailto:debrabgreen@gmail.com), to post in newsletter (by 25<sup>th</sup> of month prior to rally, i.e. **Feb. 25** for March 9-12 rally).
- Shop for food & decorating items needed, keeping receipts (reimbursable any time during the rally); check boxes in store room first for available décor—food & decorating budget for each rally is typically \$300 for 40-50 in attendance. [Saturday breakfast is pre-planned & not included in team responsibilities or expenses.]
- Check supplies on hand in clubhouse before ordering more.
- Decorate accordingly.
- Make coffee each morning; prepare and serve meals; remember to plan in advance to have propane turned on if oven is to be used.
- Post daily activities on clubhouse whiteboard.
- For each event, make sure kitchen is clean & restrooms supplied.
- Set up tables & chairs for meals, TGCU meeting & Sunday Devotional.
- Ask someone to lead in prayer before each meal.
- Make announcements & remind members of Sunday Service, informing them that our collections always go to the Zavalla Food Pantry.
- Clean up after each meal.
- Take trash to dumpster as needed.
- Turn off lights after each event **OR** arrange for those remaining after event to do so.