

Host Responsibilities

- Arrange to meet your guests when they arrive.
- Communicate your plans for meeting time and door coverage to the Event Coordinator (EC) or Facility Manager (FM) prior to the event.
- Arrange a plan for door coverage beginning a minimum of fifteen minutes before and lasting throughout the event. (door coverage is defined as someone stationed at the door, greeting guests and confirming they are part of the event or invitees – door is not to be propped open unless coverage person is within 10 feet of door and is not otherwise distracted. If coverage will be interrupted (restroom break, etc.) this needs to be communicated to the EC prior to leaving door area and must not last longer than 5 minutes. Coverage Person must be You, Your Staff, or Guest's Staff/Volunteer)
- Check in with EC or FM when you arrive.
- Provide on-site support to your guest during the event. (this could mean making coffee, filling water pitchers, cleaning up spills, tending to AV system needs, etc)
- Implement any feedback received from the EC or FM during your event.
- Tidy the space after the event. (clear tables of any paperwork or supplies, wipe up counter and serving island messes)
- Dispose of any left-over food or supplies from the event. (including taking food upstairs to the breakroom if sharing with EHF/FIN, waiting to let in and assist any caterers picking up supplies, etc.)

Please communicate to the EC or FM promptly if you anticipate having difficulties with any aspect of your role as host.