

## Summary Schedule

### Four weeks before...

Notify the fire department of when people will be staying overnight in the church.  
The fire department will inspect the church for problems.

### Two to Three weeks before...

Arrange for overnight hosts, dinner hosts, meals, and transporters.  
Explain duties to volunteers.  
Obtain e-mail addresses to send mass update e-mails.

### Friday before...

Network director contacts church coordinator with number and composite of families.  
Church coordinator tells all volunteers the composite of families and reminds them of their commitment to Family Promise.

### Saturday before...

Equipment and supplies arrive at the church including all food for breakfast and lunch.  
Rooms are cleaned and organized for guest arrival.

### Guest Arrival Day...

Post Host Church Guest Guidelines and Emergency Procedures including telephone numbers.  
Air mattresses are transported to the church and set up to make the beds.  
4:30 Transport guests from Family Promise to the church  
Guest unpack.  
Bedding issued.  
Guest orientation meeting...  
Greet and introduce hosts and guests.  
Supply the phone number to call if they are going to be late.  
Orientation to the church and supplies  
Review the Host Church Guest Guidelines.  
Questions and answers

### During the Week...

### **...Evening...**

5:30 Dinner Hosts arrive (5:00 on Sunday)

Meals arrive (5:00 on Sunday)

6:00 Guests arrive (5:30 on Sunday)

6:30 Dinner and clean up

7:30 Fellowship, free time. Guests prepare lunches for the next day.

8:30 Overnight Hosts arrive and Dinner Hosts depart.

10:00 Curfew

11:00 Lights out (Suggested bedtime is 9:00 for children 10:00 for teens)

### **...Morning...**

6:00 Wake up guests

If necessary start phoning Call-a-ride first thing when they open.

Keep calling until you get through and know the address of the church.

6:30 Breakfast

6:50 Clean up

7:00 Guests leave on vans or buses

Review log book make needed entries and store in a place accessible only to hosts.

Check and lock rooms

Final clean up

7:30 Overnight Hosts depart

### **Saturday Morning Differences...**

7:00 Transport guests from the church to Family Promise.

If guests are leaving later notify the network director.

4:30 Transport guests from Family Promise to the church.

### **Sunday Morning Differences...**

Guests prepare their belongings for moving.

7:00 Transport guests from the church to Family Promise.

If guests are leaving later notify the network director.

Strip, wipe down, and pack air mattresses for transport.

(Updated - Dave Watts, 06/26/11, 19:00)