**House Manager**: Oversee set up, program, reception and take down.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| Set up through take down |  |  |  |

**Event Set-up:**  Unpack supplies; put up signs and art work; arrange tables and chairs; set-up information and registration table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| 1 hours before event begins. |  |  |  |
|  |  |  |
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**Registration:** Check-in readers and attendees and direct participants to the reading room(s); keep a tally of who has checked-in.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Name** | | **Email** | **Phone** |
| Begin 30 minutes before reading |  | |  |  |
|  |  | |  |

Emcee for the evening: Provides welcome, introduces each reader, invites everyone to the reception and thanks readers and everyone for coming.

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| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| For Reading Program |  |  |  |

**Reception** Handle food donations, set up tables, cups, napkins, set out food and drinks.

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| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| Prior to and during the reception |  |  |  |
|  |  |  |

**Greeters and Reading Hosts:**  Welcome attendees, direct them to the registration table. Help attendees find rooms or seats. Hand out programs.

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| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| 30 min prior to event and throughout the event |  |  |  |
|  |  |  |

**Photos:**  Take pictures of readers and attendees during readings and reception. Up load to social media soon after.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| During readings and reception |  |  |  |

**Journeys Book Table**: If you decide to sell *Journeys*, order books at least two weeks before your event. Decide price. Set up a book table; record the number of books and keep track of the money collected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| Before, during reading and reception |  |  |  |
|  |  |  |

**Clean-up:** Take down signs; pack up equipment and supplies and help load them into cars; clean up reception area and reading rooms; return tables and chairs to their original positions, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Name** | **Email** | **Phone** |
| After reception |  |  |  |
|  |  |  |
|  |  |  |