GiGi's Playhouse

General Checklist for Programs

Program Name / Date / Lead Volunteer: _____

Opening

- [ ] Change sign on door to "Open"
- [ ] Sign in on login sheet
- [ ] Lights On
- [ ] Turn on coffee maker (button on upper back; turns off automatically)
- [ ] Adjust AC/Heat (2 thermostats)

Middle

- [ ] Welcome other volunteers
- [ ] Welcome and introduce families
- [ ] Ask families to fill out a new Family Information form for 2018 if they haven't already (back of log book) .
- [ ] Put completed forms back in the log book for Erika to pick up.
- [ ] Take pictures!!! Text or email to Lilly Bell at 352-262-2360 or lbell@gigisplayhouse.org

Closing

- [ ] Tidy up - toys, chairs, tables, etc.
- [ ] Vacuum/Clean as needed
- [ ] Take out trash as needed, ie. food or diapers (Kitchen, hallway, 2 bathrooms)
- [ ] Adjust AC/Heat (2 thermostats)
- [ ] Lights Off
- [ ] Look over sign in sheet - fill in any missing names, times, etc.
- [ ] Change sign on door to "Closed"
- [ ] Lock up, leave key in realtor box
- [ ] FYI this checklist: http://checkli.com/s/5a527dffe4bfd

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