

# 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>