



Habitat Host at a Home Care Workshop

- **9:30am Arrival – Location TBD**
 - Check in with Abigail Jackson at the workshop location
 - You'll be helping to greet workshop attendees and signing them in for the workshop. When you arrive Abigail will let you know where we need you to be!
 - Greet workshop attendees and ensure they know where the workshop is taking place
 - For all pre-registered attendees, sign them in, give them any workshop materials, and direct them inside the room
 - If anyone arrives without having pre-registered for the event, add them to a waitlist and direct them to the waiting area
 - At 9:50am, if there is space in the workshop, waitlist individuals will be directed into the workshop room

- **10:00am Workshop Begins**
 - If anyone arrives at the workshop after it has officially begun, sign them in, give them the workshop materials, and direct them into the room
 - You may be asked to assist with workshop demonstrations, if you are interested in doing so

- **11:00am Workshop Ends/ Event Clean-up**
 - Working alongside Habitat team, help with cleaning up the workshop space, collecting materials from around the room, and rearranging tables and chairs if needed

- **12:15pm Dismissed! Thank you!**