

GUEST HOSTING ASSIGNMENT CHART

Hospitality & Task Coordination
GUEST(S): _____
DATES: _____

TASK DESCRIPTION	ASSIGNED TO	NOTES / SPECIFICS	DONE
PRE-ARRIVAL PREPARATION			
Guest Room Setup		Fresh linens, towels, water	
Grocery Shopping		Check guest allergies/preferences	
House Deep Clean		Focus on common areas/bathrooms	
DURING THE STAY			
Airport/Station Pickup		Arrival Time: _____	
Meal: Breakfast		Self-serve or cooked?	
Meal: Dinner Main		Special Menu: _____	

TASK DESCRIPTION	ASSIGNED TO	NOTES / SPECIFICS	DONE
Activity Coordination		Tours, walks, or events	
DEPARTURE & RESET			
Laundry (Guest Linens)		Wash, dry, and fold	
Room Sanitization		Vacuum and dust	

"Be not forgetful to entertain strangers: for thereby some have entertained angels unawares."