

# SEASONAL GUEST HOSTING RESPONSIBILITY CHART

Season/Event: \_\_\_\_\_  
Lead Host: \_\_\_\_\_

| TASK / RESPONSIBILITY                   | ASSIGNED TO | DEADLINE/STATUS |
|-----------------------------------------|-------------|-----------------|
| Pre-Arrival & Logistics                 |             |                 |
| Guest Room Prep (Linens, Towels)        |             |                 |
| Itinerary & Transport Planning          |             |                 |
| Food & Beverage                         |             |                 |
| Grocery Shopping (Seasonal Specialties) |             |                 |
| Meal Prep & Cooking Duties              |             |                 |
| Post-Meal Clean up                      |             |                 |
| Ambiance & Seasonal Decor               |             |                 |

| TASK / RESPONSIBILITY               | ASSIGNED TO | DEADLINE/STATUS |
|-------------------------------------|-------------|-----------------|
| Entryway & Shared Space<br>Decor    |             |                 |
| Music & Climate Control             |             |                 |
| <b>Entertainment</b>                |             |                 |
| Activity Bookings /<br>Reservations |             |                 |
| Evening Hosting / Drinks            |             |                 |

Notes: Use this chart to delegate tasks clearly to ensure a seamless guest experience.