EVENT TASK LIST

1. REGISTRATION
   - Welcome the attendee and their guest to the event.
   - Collect invitation or ticket, if applicable.
   - Check off invited attendee's name against master list.
   - If applicable, have attendee sign in.
   - Note the number of guests accompanying the invited attendee.
   - Remind all guests that they are responsible for children in their party.
   - Inform guests of any special seating instructions, restricted areas and location of rest rooms.

2. FOOD HANDLING INSTRUCTIONS
   - Wash hands with warm, soapy water for at least 20 seconds before and after handling food.
   - Keep perishable food out for no longer than two hours in temperatures below 90 degrees and no longer than one hour in temperatures 90 degrees and above.
   - Throw away food left out more than two hours in temperatures below 90 degrees and one hour in temperatures 90 degrees and above.
   - NEVER touch the part of the utensil, glass or dish that comes in contact with the attendee's mouth.
   - HOLD plates by the bottom or at the very edge.
   - AVOID touching food with your bare hands.
   - If you clear tables, be sure to WASH your hands before handling clean place settings or serving food.
   - If you handle money, DON'T touch food after touching money until you have washed your hands.
   - Limit each attendee to one serving per food item, until after all guests have been served.

3. EVENT SET UP AND BREAKDOWN
   - Follow the instructions of the event coordinator on where and how items should be set-up.
   - Before lifting any items, take a moment to think about what you are about to do. Examine the object for sharp corners, slippery spots or other potential hazards.
   - Know your limit and do not try to exceed it. Ask for help if needed. Or if possible, divide the load to make it lighter.
   - Know where you are going to set the item down and make sure the destination and your path are free of obstructions.
   - Be sure to place any potentially hazardous items away and out of the reach of children.
   - Be sure to leave a clear path for attendees to walk through.