

## Task list for 'Green on Loan' days

<b>Advance Tasks</b>	
Confirm with fixtures Secretary the number of bowlers and visitors expected and the fees that have been agreed for food and/or the use of the green.	
Check rinks have been reserved and ensure Greenkeeper is aware the green is on loan and has been given a start time.	
Establish what food is expected, the time it is needed, and pass details to the member who is organising catering, together with details of any individuals who have specific dietary requirements or allergies.	
Decide the number of members that will be needed on the day to manage the bar, catering and other tasks, including markers if needed, and seek volunteers.	
Advise Montelle Motors and Hearn Motor Engineers that access will be busy and when.	
Advise Treasurer if a cash float will be needed for the sale of tea/coffee/rolls and whether a receipt will be needed to be issued for any fees collected from the visitors on the day.	
Ensure the members on the cleaning rota are aware of the need to ensure cleaning has been completed before visitors arrive.	
Agree who and at what time what time they will be needed on site to welcome visitors as they arrive and hand over the green before the game.	
<b>On the day</b>	
Put the welcome board out.	
Ensure all necessary equipment is on the green; tables, chairs and benches are clean and dry. Put out umbrellas and water containers if needed and the briefcase containing the tape measure and measuring equipment.	
Identify and label which changing rooms are to be used by the visitors.	
Ask visitors how they want the dining tables and the seating arranged. e.g. With a top table	
If visitors have travelled by coach/ferry check latest time for departure, and advise caterers,	
Arrange for 'Green' to be handed over prior to start of game.	
Check if visitors have brought along a flag that needs to be raised.	
Arrange a money raffle if the visitors are happy for the Club to do so.	
Arrange for equipment to be returned to bowls shed on completion of the game and confirm which member will be responsible for tidying and locking up after visitors have left.	