

Host Site Checklist

Emergency Numbers

Position	Name	Phone Number
Principal		
Assistant Principal		
VPO/VPSO/Police		
Clinic/Health Aide		
Maintenance		
Other:		

Keys Checked out to: _____

Keys Returned to: _____

Room(s) used: _____

Fire Exit Plan (initial): _____

Host Chaperone Name: _____

Phone: _____

Community Store Hours: _____

Visitor Letter: _____

Meal Schedule: _____