

# Checklist to be the Perfect Host 1/2

The time has come for you to welcome your guests. If, like us, you like lists, here is one with our tips on how to prepare for the exchange!

And don't forget, HomeExchange's strength is the diversity of our Members, which is felt in the community and sharing of each house. So, the first tip to better facilitate the exchange is... communication!

## To guarantee a smooth arrival:



### **Give your guests instructions on how to get to your house**

Send the keys to your guest (personally, via a neighbor or a friend, with specific instructions...) and make sure (s)he has all the information (s)he needs to arrive safe and sound! If you send the keys by mail, email the arrival instructions separately (code, floor, etc.) and put a different sender address from yours (a sibling's, a family member's, a friend's) on the envelope. If the keys are lost or stolen en route, whoever finds them won't have any information about your address...



### **Leave instructions on how to use the equipment in your home**

Taking special note of the heating or AC, the washing machine, the Wifi, and any other equipment or appliances... Leave your handyman's phone number with your guests just in case.



### **Prepare a warm welcome**

HomeExchangers usually leave a welcome note, sometimes even a little gift (a small welcome basket, a meal prepared in case of a late arrival, a small bottle of wine, etc.). Whether you leave a welcome gift or a thank you note, know that however simple, it changes everything! Get creative!

# Checklist to be the Perfect Host 2/2

## To make your guests feel at home:



### Leave some space

Clear the space a bit and leave some hangers and drawers empty if your guests stay for more than a couple of days so that they can settle in comfortably.



### Share recommendations

Your guests don't know the region as well as you do. Share your favorite places to go, your favorite restaurants, leave some books or brochures about your city or region: a simple gesture, but often very appreciated!



### Help them settle down

Depending on what you have agreed with your exchange partners, make your guests' beds and leave towels out for everyone.



### Prepare your kitchen

In the kitchen, our Members throw away perishable food and leave enough food for their guests to make their first meal (milk, eggs, bread, butter, coffee, and tea, for example). Add a little note saying "help yourselves" so they know it's for them!



### Prepare your bathroom

In the bathroom, put away your toothbrushes and cosmetic products to make some room. Our Members usually leave shower gel and shampoo for their guests.



### Get your children involved

If you host a family and you also have children, taking out their toys is a very common practice amongst our Members! And you can use this chance to teach your children the value of sharing!



### Final check

Finally, before leaving, take a final tour of the house to check your smoke detectors, water, and gas... And then you're good to go!