

Instructions for church pack up

1. Have a chat to the bloke on set up to find out if there was any school stuff left in the hall, if the curtains on the stage were open or closed and what arrangement the hall was in i.e. set up for exams, completely stacked up to the sides, set up for assembly as well as any other info he may have for you.
2. Grab the church keys from Pete Blanch, and head down to pack up the kids church rooms, generally the kids church leaders are awesome and have already moved the tables and chairs back to where they live. Either way, check the tables and chairs are back to normal, grab any kids church trolleys/play pen etc and lock the doors to the rooms (we use B2, B3 and B4) and the external door to B block.
3. Don't start with the chairs and really obvious things too early to suggest to people (especially newcomers) that it's time to leave. At this stage start packing up the speakers and give the audio bloke a hand to pack up.
4. All the pa and music gear goes in the storage area (the audio cupboard is on the right) below the stairs on stage. It's marked out fairly clearly with what goes where e.g. speakers, sound desk etc. Ask the audio bloke or someone else close by to pass items through the little doors under the stage to you to make it a lot quicker to get things away.
5. Pack up the light projector, projector screen and signs from out the front. The electric piano and projector screen are the last things to go in the cupboard. The exam desk goes under the stage and the stool goes under the schools piano
6. Start stacking the bank of four chairs up on to the stands with wheels. They are stacked 12 high and usually have front written on the front side of them in gold paint marker. They only go on one way so if it's not written have a look at one of the others to make sure they are stacked correctly.
7. Close all the tall skinny window shutters around the hall. Use a hand on both cords i.e. one for the up and one for the down as they get hard towards the end.
8. Turn off heating/Air conditioning as applicable (the controls are shown on the layout picture)
9. Once the kids have finished eating pack up the chairs and tables from their area.
10. Once the adults have finished eating morning tea empty the urn and water cooler outside on the grass and put in the morning tea room. Pack the tables away. They belong in the morning tea room; there'll be a stack of them so you'll know where to put them. The plastic pot plants belong up the front on the stage (see picture for location)
11. Bring the signs in from out the front
12. Grab the dustpan with the handle and the broom from the cleaner's room (at the rear of ladies toilet) and sweep up any rubbish, particularly around both morning tea areas. Pick up any cups and other rubbish and put in bins. If the bins are fairly full, take out rubbish bags and put in new ones (located in the cleaner's area, usually hanging up on the right). Rubbish skips are located way down next to E block.
13. Check for any Bibles or other personal belonging and your done!