

## Instructions for church set up

1. Arrive at 8am. Yes it's early but when there is something out of the ordinary like the hall is set up for exams or some church gear needs to be tracked down, the time is certainly needed.
2. If it's a hot or cold day, turn on the cooling/heating as applicable. The controls are marked on the picture.
3. Have a bit of a squiz around the hall to see if there are any items already in the hall that are likely to get mixed up with WWEC or a WWEC persons property at pack up time. If there is put it to the side and let the pack up person know.
4. Also see if the hall has been set up in any sort of arrangement such as for exams or assembly, if not (i.e. all chairs are stacked up to the sides) you're ready to roll. If however it is set up for something it needs to be noted how it was (drawn out or a few clear photos). If Peter Blanch is there already, he may have spoken to the school regarding if it needs to be reset that way.
5. Set up 9 rows of chairs using the bank of four chairs as per picture.
6. Setup adult morning tea tables using two large tables (kept in morning tea area) near coffee and tea bench.
7. Setup kids morning tea area using a large table (two exams tables used to be used but we no longer use them due to their instability) and three bank of four chairs as per picture. It's set up on the same side of the hall as the adult's morning tea but just a bit further towards the front.
8. Grab the kids church bag trolleys (kept in the downstairs storage) and plastic play pen and head down to B block to setup kids church. You'll need the keys if a Kids church leader hasn't headed down yet.
9. Set up kids' church rooms as per diagrams. If you had to unlock, on your way back lock the external door to B block so no strangers enter whilst unattended.
10. Set up projector screen on stage as per picture.
11. Put plastic pot plants on either side of the adults morning tea table (they are both located up on the stage)
12. If the curtains are open, close them by using the curtain winder which is located up the stairs on the right-hand side of the stage. It's a big wooden hand powered reel looking thing. Be sure to tell the pack up person whether they were open or closed so they can leave them as they were found.
13. Open 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.
14. Help morning tea people setup the urn and put it on the coffee bench. Fill up the water cooler (a yellow bucket lives in the cooler or close by in the morning tea area to fill it) and put on a small table against the wall near the coffee bench as per picture. The urn and cooler is kept in the morning tea room.
15. Help the person on power point set up the light projector if needed it is kept in the audio storage under the stairs on the stage. It sits on the schools piano stool which in turn sits on an exam table.
16. Put the WWEC signs up out the front on the fence (They're also kept in the kids church/audio storage area), and your done!