

## SERVING GUIDE:

# Morning Church set up



WAGGAWAGGA  
EVANGELICAL CHURCH

1. Arrive at 4pm. This is 1.5 hrs before evening church starts. This allows time to problem solve if there is something out of the ordinary or some church gear needs to be tracked down.
2. On the way in, check to see if the WWEC sign is still out the front on the school [it should have been left up after morning church]. If it is not up, please find the sign and hang it up at the front of the school - do this before any other set up so as to allow maximum advertising exposure time for the signage out the front of the school. (The signs are kept in the storage area under the stage).
3. Collect from MPC hall the following items:
  - Church computer
  - Blue box containing welcome desk materials
  - First Aid kit
  - Supper gear - water container, box containing tea / coffee / sugar / table clothe etc
  - Signs - both the heavy black A frame signs [located in the storage compartment to the right of the stage, to the right also of the door to the drama room] as well as the second green sign [the first green sign should already be out the font of the school].
  - The roll of fairy lights
4. Hang up the second green sign adjacent to the walk way that leads up to the TLA
5. Place one of the A Frame signs at the start of the walkway that leads up to the TLA from the car park. Place the second A Frame sign adjacent to the electric door that give entry to the TLA.
6. Have a bit of a squiz around the TLA to see if there are any items already in the foyer or the TLA that are likely to get mixed up with WWEC or a WWEC persons property at pack up time. Put any extra equipment/items to the side and let the pack up person know.
7. Set up the fairy lights to run along the outside edge of the pathway the goes from the car park to the TLA. A powerpoint is located on the outside edge of the TLA building.
8. Set up the TLA using as per the picture as a guide. Needs to be a minimum of 40 chairs set up. Please pack up the excess chairs from the very front row as well as the last 2 rows of chairs. Stack these chairs at the back of the TLA as indicated in the diagram by the red boxes.

9. Setup the supper table (kept in the foyer of the TLA building). It is to be set up just before the sliding door that gives entry into the TLA as indicated by the blue line in the diagram below
10. Setup the welcoming table (kept in the foyer of the TLA building). It is to be set up in the foyer adjacent to the stairwell that leads up the the TLA

