

SET UP / PACK UP

Set Up

- Please arrive promptly at 8:45am
- Sweep the hall and concrete areas using the leaf blower
- Place A-frames outside the hall and across the road
- Place flag outside the gate next to the road
- Set out the chairs as follows –
 - two rows of racked chairs at the front; (ii) all single chairs in **rows of nine**; and
 - one row of racked chairs at the back for parents and babies / young children
 - place a trolley of racked chairs outside the back door in case extra chairs are required
- Place the baby change table and supplies in the Accessible Toilet
- Set out three tables for morning tea (x2) and bookstall (x1)
- Set out two tables for the Welcoming Team
- Place church pew Bibles and newsheets on every second chair (kids like to help with this)
- Bring the coffee machine trolley out to the canteen area

Pack Down

- Pack down and store signs, tables, Bibles, and chairs (check mainly music slide for tables and chairs to be left in hall)
- Bring Mainly Music equipment (refer to the slide) in from the small shed (key from Stu) and stack to left of stage
- Ensure the table trolley is stored behind the stage
- Put coffee cart, rubbish bin, baby change table and supply box with Mainly Music near stage
- Turn off the projector using the white remote
- Turn off the PA in the sound room (switch on the wall)
- Sweep hall using the orange scissor broom
- Take morning tea rubbish to the bins
- Ensure the storeroom is neatly arranged and each item stored in its correct space
- Check with person on lock up if anything needs doing prior to leaving