

SETUP CHECK-LIST (spaces & furniture) – CPQM January 2019 --DRAFT--

Friday Evening

Friends House (Note: Doors are locked at 8:00 PM)

- Art Room: Set up 10-12 chairs in a circle.

(Note: An outside group will use the Library Saturday morning; we will have to set up chairs if needed during lunch or at start of afternoon Interest Group time)

The remaining items (below) are all at Family Bible Church

Youth Classroom (next to Dining Hall)

- Provide 6 padded chairs.

Young Children/Childcare room (east side of hallway, at the end)

- Provide 3 padded chairs.

Teen Program Spaces (in “portable” classroom behind fence in back parking lot)

- Provide 15 chairs (check to see how many are there and do not take more unless needed). Move other equipment carefully to one side or corner to make space for a circle in the front. We are allowed to move the pews if we put them back, but they are heavy so hoping that is not necessary.

Dining Room

- Set up 17 round tables with 6 chairs around each. Add rectangular tables for eating if there is room after everything else is set up (probably there isn't). *Use padded chairs not needed elsewhere, plus rented chairs.*
- Outdoor overflow dining: Stack 2 rectangular tables and 12 *rented* chairs near the back door to take outside Saturday morning if the weather is good enough.
Do not take any furniture outside which belongs to the Church.
- Food-serving tables: One 8-ft or two 6-ft tables end-to-end inside the entrance from the lobby (ask food servers for specifics). They might want two parallel rows.
- Hot beverage table: Consult with others about location for coffee pots, etc. They may be in the pass-thru window; if not, locate a table for coffee pots near both an electrical outlet AND the kitchen pass-thru (at least one cord will need to go into the kitchen to avoid running all coffee pots, etc. from a single outlet).
- Cold-beverage table: Against a wall somewhere.
- Snack-serving table: Somewhere convenient, against a wall. (ask ??? or Jim)

Kitchen

- Put away anything belonging to the church except one large coffee maker. Check the white refrigerator, and if possible re-arrange items to clear space for our use (we'll use ice chests otherwise).

Sanctuary (after evening worship, if any, is over)

- Clerk's table: Set up two 6-foot tables at the front, at floor level, with four facing chairs.

Do not use rented tables or chairs in sanctuary because we must return them after lunch. Use the padded chairs and long tables which belong to the church. Jim may also lend plastic tables (name written on bottom).

Church Foyer & Hallways (after evening worship, if any, is over)

- Registration table: One 6-ft table with 3 chairs behind, facing the main entrance.
- Display tables (4 or more, as needed) in foyer and the hallway adjacent to the sanctuary.
- Earthlight Bookstore: Three 6-ft tables & 3 padded chairs. Final location TBD - Consult with Tom & Sandy Farley (choices: In rear of Sanctuary, in far hallway, or In FH lobby; last time they chose the FH lobby).

Saturday Morning

Outside Dining Tables

- Weather permitting, set up two rectangular tables and about a dozen *rented* chairs outdoors for extra lunch seating. Set up near the back door in the rear of the dining room, unless you see a better location. *Please do not take any furniture belonging to the Church outside.*

Saturday 3:30 PM – Immediately after Afternoon Break

Note: The vendor may pick up rented tables & chairs any time after **4:30 PM**

Dining Room

- Collect all rented chairs (not the Church's padded ones) and stack in dining room near the back door.
- Collect rented tables and stack next to rented chairs (BE CAREFUL NOT TO MIX IN TABLES BELONGING TO THE CHURCH or to PRIVATE LENDERS – check for labels underneath).
- Pack left-over snack food into ice chests (or refrigerator if there's space).

The teens will take left-overs to RFFM after dinner.

Note: Leave beverage service (coffee/tea/water/juice) set up for use during dinner.

Teen Spaces (“portable” classroom across back parking lot)

- Retrieve any rented chairs or tables.

5:15 PM - After closing worship (before dinner)

Sanctuary

- Remove Clerk's tables and chairs and bring to dining room.

Youth & Children's Spaces

- Remove all folding chairs and bring to dining room.

Teen spaces (“portable” classroom across back parking lot)

- Put back pews (if moved). Collect any left-behind belongings and bring lost-and-found box in the Church lobby.

Completely remove all trash, etc. so the room can be used for worship Sunday morning

Dining Room

- Put away *some* round tables, but **leave eight tables up for dinner.**
- Put all available chairs around dining tables. If more than 50 people sign up for dinner, we might have to improvise with ice-chests for seats or something. Jim will bring a few extra folding chairs from home.

If time permits, start final tear-down of other spaces (see below).

7:00 PM (after dinner)

Dining Room

- Throw away all perishable food if there is any chance it was at room temperature for more than 2 hours.
- Pack left-over coffee & tea items (the teen group or someone else will take them to RFFM).
- Wash out coffee pots and put away the one which belongs to the church and leave out the others for pick-up.
- Pick up trash, clean up messes, etc. Jim will bring trash-bags and a trash barrel.
- Put away remaining tables and chairs in the closet off the Dining Room.
- Sweep floor, clean anything we soiled.

Sanctuary, Lobby & Hallways

- Take down any remaining tables & put away. If any display-table items are still present, place them neatly on the floor against a wall and then take the table away.
- Take down all signs anywhere (that we put up) and leave in a pile in the dining room or kitchen.
- Collect personal items and put in Lost & Found box in lobby.
- Sweep floors.

Children's room (at end of hall)

- Collect items not belonging to the church and put in Lost & Found box in the lobby.
- Clean up any messes, etc.
- Sweep (vacuum if carpeted and you can find a vacuum cleaner).

Teen spaces (portable across parking lot)

Ditto (check one last time)

Broke Something? Notice Any Damage?

Please tell Jim about it. We'll get it fixed to make the church whole.