

Equipment Setup Plan

Equipment to be provided by MMC unless otherwise indicated.
[square brackets indicate already-existing equipment]

Revision #7 (looking good!) 07/26/13 15:17 jima

Location	Chairs	6' Tables	Other Items	Usage
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total counts:	526	36		
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CC Main Hall	240 set up auditorium-style (including 40 back-jacks in front); ▶ Provide 4 spaces for wheelchairs near the front. 6 chairs (without arms) behind the 3 facing tables.	5 tables total: (3 facing audience with 6 chairs behind; 2 along rear or side walls (if they fit))	▶ PA system (see sound plot below for particulars) ▶ projector with VGA input ▶ large screen or wall ▶ moveable podium or heavy-duty music stand ▶ stage risers ? Need to be large enough to hold for two 6' tables and 4 chairs.	Large Meetings; Worship-sharing groups #1 & #2
CC Foyer	6 folding chairs (leave stacked)	4 (2 in nook, 2 wherever they fit)		Registration; displays
CC Courtyard	24 (in two circles of 12. One might be on the NORTH END of the building).	5 tables against the CC main exterior wall	▶ Two simultaneous groups, separated as much as possible for privacy, and away from likely foot traffic. Please locate each group under a roof overhang and/or portable awnings which protect against afternoon sun from 3-5 pm	Vendors & displays Worship-sharing groups #8 and #9
CC "East Patio" (outside the 1 st Floor "T")	12 in a circle		▶ Sun-shade (if needed at that location from 3-5 pm)	Worship-sharing group #10
CC Willow Conference Rm	24 in circle	2 against walls	▶ projector with VGA input ▶ screen or suitable wall ▶ Flip-chart paper & easil (or some other way to hold it up) ▶ Colored flip-chart markers	Larger sub-group meetings; Worship-sharing group #3
CC Maple	6 (leave 2 folded)	14 (see diagram below)		Bookstore / Vendors

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CB Deck	14 in a circle		[the existing permanent awning looks like it will work nicely]	Worship-sharing Group #7
CB West Wing (far right of dining)	12 in circle			Worship-sharing Group #4;
CB Far East Dining Rm	[12 in circle]	[PYM staff will move tables when needed.]		Worship-sharing Group #6

Notes:

1. Please ask kitchen staff to begin clean-up after Thursday lunch with CB Far East, to minimize conflict with worship-sharing which begins at 1:45 on Thursday.

2. Confidential small-group meetings will occur in the CB rooms 3:00-4:45 PM each day (except Thursday, when they are at 1:45-3pm). Please ask MMC community to avoid entering CB rooms during those times. The central dining room with the salad bar, etc. is not restricted.

FH Annex	3 (adult-size)		[available child-size furniture]	Lower Elementary
FH Classroom	6 (adult-size)	2 (6-ft tables)	[available child-size furniture]	Older Elementary (day) Newsletter production (eve.)
FH office	1 folding chair [+ office chairs]			Newsletter production (eve)

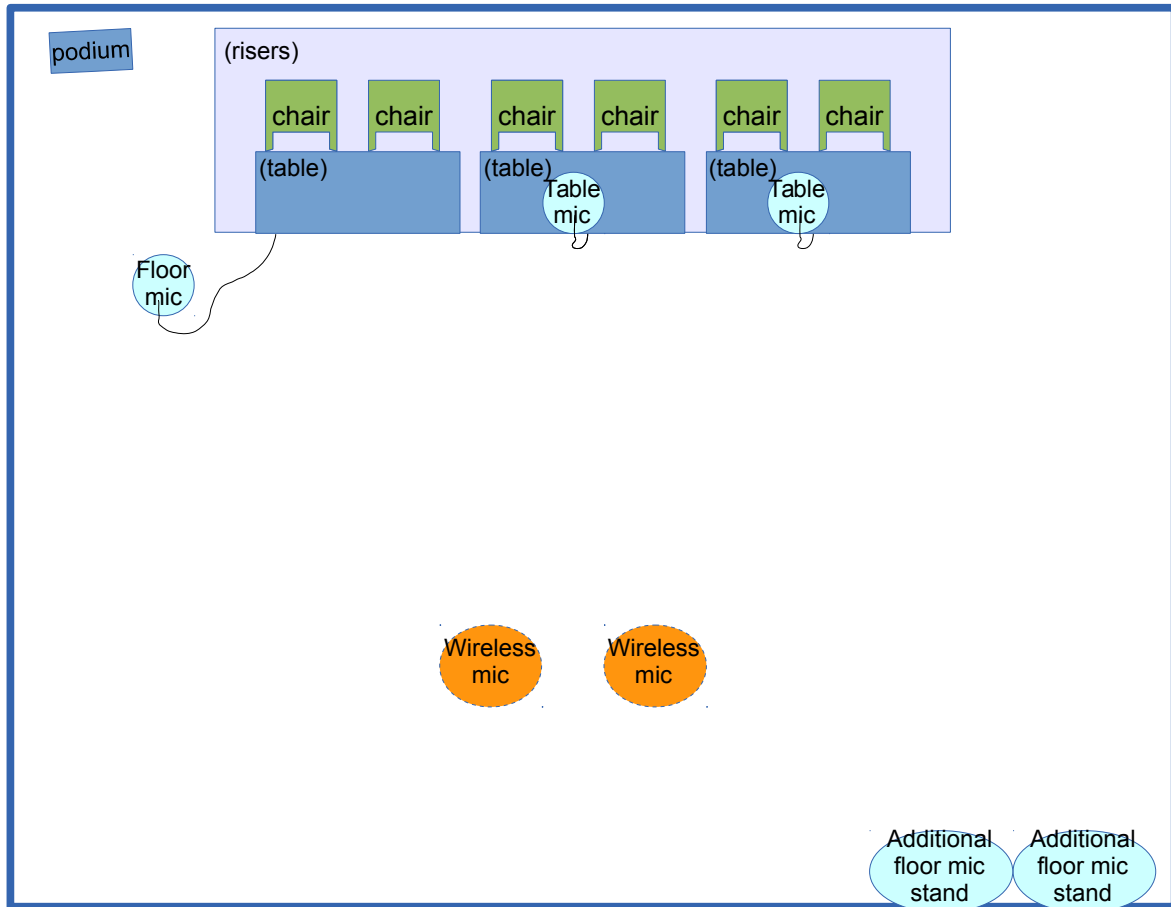
Lakeview	3 (adult size)			Child-care, pre-K, K
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Orchard Main			9 econ-lodging floor mats	Women's adult econ dorm
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Seminar Main	30 in circle	2 off to the side	<ul style="list-style-type: none"> ▶ Flip-chart paper & stand/etc. ▶ Colored markers for flip-chart ▶ Tape which is okay for walls 	Larger sub-group meetings
Seminar West Yard	12 in a circle		10x20' awning	Worship-sharing Group #11
Under Maple Tree East of Seminar	12 in a circle			Worship-sharing Group #13

Location	Chairs	6' Tables	Other Items	Usage
MMS A-2	12 in circle			Worship-sharing Group #17
MMS A-3	12 in a circle			Worship-sharing Group #5
MMS B-4			6 econ-lodging floor mats	Young Adult econ dorm (B-8 overflow)
MMS B-6	[20 in circle]		(the room with carpet & rolling chairs)	Young Adult program
MMS B-8	2		10 econ-lodging floor mats	Young Adult econ dorm
MMS C-13	2		12 econ-lodging floor mats (closely 'tiled' is okay)	teen girls econ dorm
MMS C-14	2		12 econ-lodging floor mats (closely 'tiled' is okay)	teen boys econ dorm
MMS C-16	12 in a circle		[ping-pong & foosball tables]	Teen program & Worship-sharing Group #16
MMS Assembly Rm	25 in circle	2 against a wall	► Carpet installed - middle two sections only. There are 4 carpet sections; please do not install the left and right sections, leaving bare floor in front of the doorways.	Teen program
MMS Library LOFT	12 in circle			Worship-sharing Group #14 (adults)
MMS Library	12 in circle			Worship-sharing Group #15 (adults)
"Outdoor Classroom"	[existing benches for 12]		If necessary, please rake path to make it reasonably safe for frail elders to walk on	Worship-sharing Group #12

CC Main Hall - Sound Plot



Total of 3 fixed (wired) + 2 wireless microphones:

- 1 on stand for standing speakers (will also be used with podium)
- 2 on short table-top stands (or booms) for people seated behind the righthand tables
- 2 roving wireless mics

Note: PYM can provide the two wireless mics if MMC does not have them (needs two available PA inputs).

If table-top stands are used for the table mics, please provide two additional floor stands which we can use during "family night" (talent show). PYM staff will remove the tables etc. from the risers for family night and re-configure the mics as needed.

Maple Lounge Setup (bookstore & vendors)

