

# SETUP CHECK-LIST (spaces & furniture) – CPQM January 2015

## Friday Evening

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

- Library: Set up all chairs in “auditorium style” seating.
- Art Room: Set up 10-12 chairs in a circle.

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

### Youth Classroom (next to Dining Hall)

- Provide 6 padded chairs.

### Young Children/Childcare room (at end of hallway)

- Provide 3 padded chairs.

### Teen Program Spaces (upstairs in Gym building in the parking lot)

- Provide 15 chairs (check to see what is up there already)

### 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: Don't put anything outside on Friday, but stack 2 rectangular tables and 12 rented chairs near the back door to take outside Saturday morning (weather permitting).
- Food-service tables: One 8-ft or two 6-ft tables end-to-end inside the entrance from the lobby (ask Ruth or Marcia for specifics).
- Hot beverage table: Near an electrical outlet AND the kitchen pass-thru, for cords (ask Andre).
- Cold-beverage table: Somewhere convenient, against a wall (ask Marcia or Ruth)
- Snack-serving table: Somewhere convenient, against a wall. (ask Ruth, Marcia, or Jim)

### Kitchen

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

### Sanctuary (wait until after the worship service which ends at 8:00 pm)

- 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 tables which belong to the church. Jim may also lend plastic tables (name written on bottom).*

## **Church Foyer & Hallways (wait until after 8:00 pm to not disturb worship)**

- Registration table: One 6-ft table with 3 padded 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 Early (The choices are: In rear of Sanctuary if there is space, In far hallway, or In FH lobby).

## Saturday Morning

### Outside Dining Tables

- Weather permitting, set up two rectangular tables and about a dozen 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.

## Saturday 3:30 PM – Immediately after Afternoon Break

Note: The vendor will pick up rented tables & chairs at *4:30 PM*

### Dining Room

- Collect all rented chairs (those are the non-padded ones) and stack in the parking lot outside the back door if weather is good, otherwise in lobby.
- Collect rented wooden tables and stack next to rented chairs (BE CAREFUL NOT TO MIX IN TABLES BELONGING TO THE CHURCH).
- Pack up left-over snack food into ice chests (or refrigerator if there's space). The teens will take left-over snacks, as well as any lunch left-overs, to RFFM after dinner.

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

### Teen Spaces (upstairs in Gym building across parking lot)

- Retrieve any rented chairs (to see what they look like, look at the unpadded plastic chairs in the dining room).

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

### Sanctuary

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

### Youth & Children's Spaces (next to dining room & at end of hallway)

- Remove all folding chairs and bring to dining room.

### Teen spaces (upstairs in Gym building across parking lot)

- Remove all folding padded chairs and bring to dining room.

### 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 (ask Andre for guidance).
- 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.
- Collect personal items and put in Lost & Found box in lobby.
- Sweep floors.

### Youth room (next to dining room)

- 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).

### Children's room (at end of hall)

Ditto

### Teen spaces (upstairs in Gym building across the parking lot)

Ditto

### Anything Damaged?

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