

Setup Checklist

Start at 8:45

Overview

Instruction for set-up can be found hanging on the shelf inside the coffee closet. Please make sure they are returned when they are done. Most people are experienced and don't need to look at the instructions, but they are there as a reference, or to clear up any confusion. This list serves as a quick overview all on one page.

Things that need to be done earlier:

- Put out kingdom kids table**, canopy, banner, two chairs, and an table cloth (sometimes the tablecloth gets put in the coffee closet, so if you don't see one in the KK closet, just go get another one.)
- Perimeter signs:** Send someone to set out the perimeter signs on Howard and Elizabeth Streets. They are stored in the double door closet. The sign on the pylon is not on the guide map. It goes to the left of the driveway directly across from the entrance to the Mott lot, about 4 feet out into the street. There are 9 signs total.

Outside

- Canopy for the coffee station.** (Remember that it is much easier to put up the canopy before the tables are there.)
- Tables and Umbrellas:** Two tables on each side for snacks, and two for the coffee station. They all get black table cloths.
- Black Chairs:** Bring chairs from the back row of the auditorium and put them around the round tables.
- Put out the **Kingdom Kids signs**
- Coffee Station**
 - Two coffee urns and one hot water.
 - Creamer, sugar, sweeteners, stir sticks, cups and lids (you can put 3-4 stacks of cups out, and corresponding lids - don't skimp, because we use a lot and then people won't have to refresh as often.
 - Fill both baskets with a variety of teas.
 - Green extension cord goes from the high outlet to the first canopy leg and rests under the coffee table. Plug the two coffee urns and the power strip into it. Plug the tea urn into the power strip.
 - Put out the gray trash can.
- Snack Stations:** Fill two water urns $\frac{1}{4}$ with ice and the rest water.
- Put up the vinyl **Epicentre sign**

Inside

- Set up the connection center - remember the sign.
- Lower the blinds
- Put PIHOP's couch and information box near the stage behind the curtains.
- Turn PIHOP's offering box around and arrange the envelopes over the slot and label.
- Communion Sundays only
 - Fill all trays full. 4 trays with the center plates for bread. Heap the bread a little so we don't run out.
 - Put out four communion tables with white cloths, stack trays in the center.

Finishing up:

- Put up any tables for fundraisers or registration
- Put the gray cart away in the double door closet.