

# Takedown Checklist

*The official start is 12:00, but many people like to get an early start on the first set of tasks.*

## Things that can be done before the crowds leave:

- Put the kingdom kids signs in the double door closet
- Pick up the perimeter signs on Howard and Elizabeth Streets and put them in the double door closet.
- Break down the kingdom kids table. Roll the sign up. Fold the canopy. Put all, including the two (or three) chairs and table cloth, in the single-door closet behind the women's restroom.
- Raise all the blinds in the auditorium.
- Put PIHOP's couch and information box back in place.
- Turn PIHOP's offering box around and arrange the envelopes nicely.
- Empty and wash any empty coffee urns.
- Communion Sundays
  - Empty remaining communion elements and put communion trays in the leftmost cabinet.
  - Put the four communion tables in the raised area next to the stage (to the left of the table with the folder);
  - Put the white tablecloths in the bin and put on the shelf next to the communion tables.

## After the crowds leave:

- Connection Center & Signs
  - Break down the Connection Center. Roll (don't fold) the Connection Center sign. Put all items in the bin, including the table cloth. Bin, sign and table goes in the coffee closet.
  - Roll (don't fold) the main Epicentre sign; put it in the coffee closet. **\*If Meat & Greet signs are out, please put back in Mott Storage room.**
- Snacks & Coffee Station
  - Break down snack tables: table cloths to blue laundry bags, tables on grey cart, trays and leftover napkins in trash.
  - Wash snack utensils; empty water containers and leave to dry in coffee closet.
  - Rinse coffee urns and leave partially open to dry
  - Break down coffee station: table cloths to blue laundry bags, coffee supplies in bins, tables on grey cart, canopy in the coffee closet (on the far wall between the fridge and the sink).
- Seating Area
  - Take the black chairs from outside and put them in the back row of Mott.
  - Lower umbrellas and put them on top of the six tables on the grey cart.
- Finishing Up
  - Put the grey cart in double door closet, with umbrella's on top.
  - Put any extra tables used for registrations, etc., in the double door closet.
  - Lock the three closet doors and lock the Auditorium behind you.