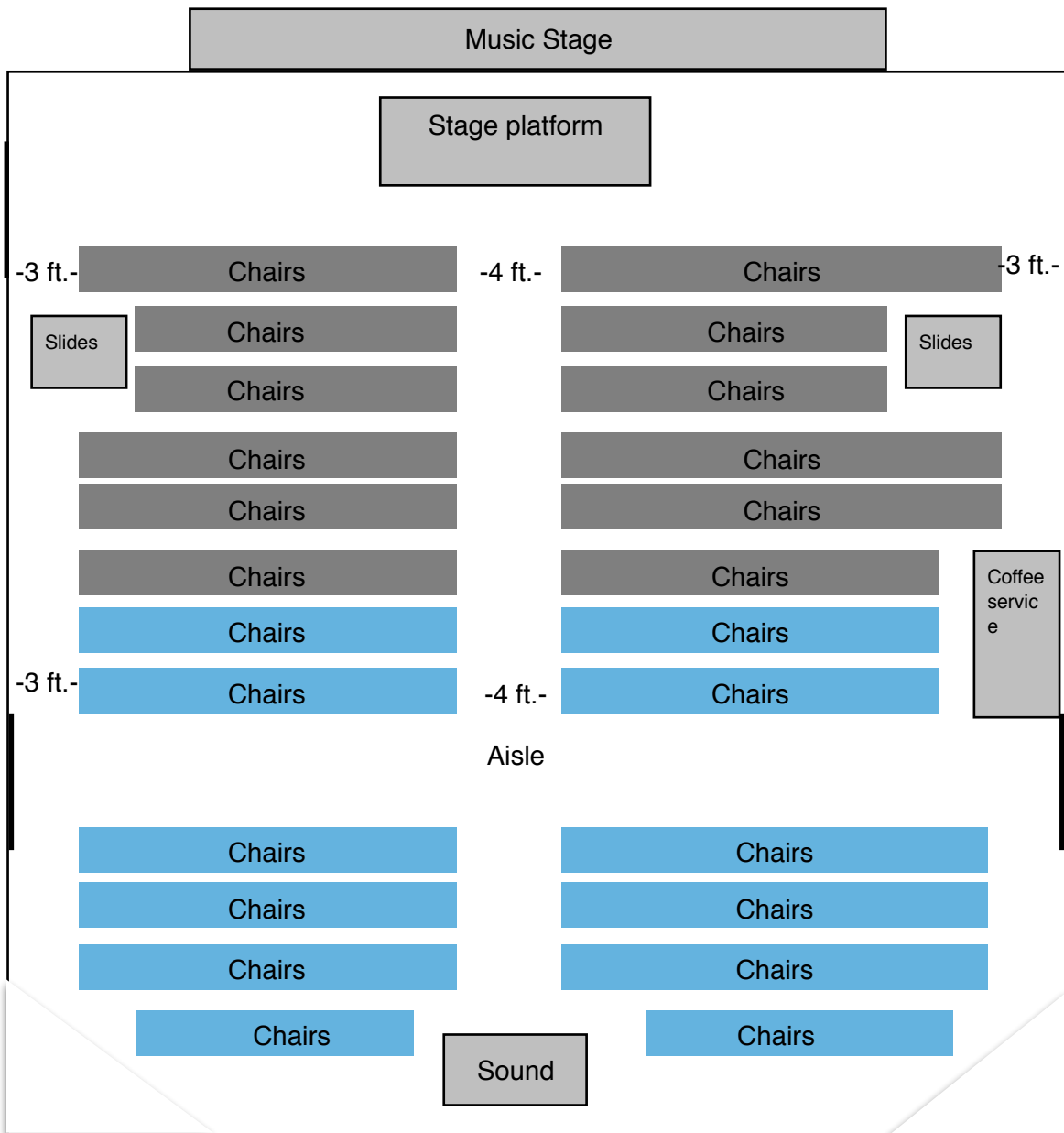


AUDITORIUM SET-UP



- Set up the chairs in the auditorium facing the stage, with a 4' aisle down the center and a 3' aisle on the left and right sides.
- Start first row with the front of the first row chairs even with the mirror on the side wall.
- Set up the front row chairs until you get to the middle of the low speaking platform that the sound team has set up. Then take that last chair and slide it over 4' and keep adding chairs until you get to within about 3' of the far side wall.
- Remember to leave about 1 1/2" between each chair (the padded gray chairs)
- To start the second row, turn a chair sideways in the aisle and use the back legs of the chair to measure the space between the chair legs for the next row, and so forth for each consecutive row.
- Place the projection podium and table in the second row of chairs centered on the distance between the edge of the stage and the side walls, (some chairs will need to be removed).
- On the left side of the auditorium the last 2 rows of chairs (before getting to the back doors) should be the plastic chairs, there is no need to space them as they are wider than the grey ones, (this is not needed on the right side)
- The plastic chairs are gathered from the class rooms. (there are enough blue chairs to finish out the auditorium if you gather them from all the rooms) however this color matching is preferred but not mandatory as the Community Center sometimes moves chairs around.
- The back rows in the room will need to be shorter on the sides due to the shape of the room and the sound board.
- Chair carts are stored in the side hall (near the kitchen doors) being careful not to block the exit.
- Please deliver water bottles to the pastors' chairs in the front row, the worship team, and the larger ones go to rooms 9 & 3.