

Lansing United Church of God Set-up and Take-down

Check List

Supplies Needed:

- Spray cleaner
- Paper towels
- Duct tape
- Batteries

Set-up Steps

Adjust heating system for cooling in summer and heat in winter.

Position podium

- Center at front of room for normal services, Position it at the side for video presentations.
- Clean podium as needed
- Place UCG emblem on podium (screw hook)

For Video presentations

- Place projection screen at the front of the room in the center.
- Adjust for maximum height

Set-up chairs

- Centered around podium/screen
- Set out at least 70 chairs (more for special days)

Set up and wipe down Tables

- Information table
- Drink table
- Other tables as needed – for special occasions

Place Song books, information box, Kleenex box, and bulletin board on information table
(Information table crew will do the rest)

Setup sound system

- Position speaker stands
- Set speakers on stands
- Run wires to speakers
- Set up microphone on podium (with gooseneck)
- Run wire to microphone
- Plug amplifier in to AC outlet
- Tape down wires in walk-ways (doorway and podium)
- Test sound system
- (Sound crew will set up computer, recording and run sound system)

Setup Mother's Room

- Setup baby changing table
- Setup gate across the stairway to the basement
- Set out wipes and trash can
- Setup Sliding curtain.

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Take-Down Steps

Take-down everything set-up before services and store properly prior to going home.

Take down chairs and put away.

Re-setup tables taken down during setup.

Clean tables as needed.

Adjust Heating system to low temperature in winter and off for summer.

Empty trash cans in bathrooms

Empty mother's room trash can

Take out trash to outside trash container

Vacuum carpeting

During cold weather, make sure kitchen sink doors are open. (to prevent frozen pipes)

Turn off all lights

Lock up all doors

Execution of Responsibilities

During the month(s) you committed to, you are responsible for set-up and take-down.

Everything should be set-up no later than one-half hour prior to the start of services.

If you are unable to be there for one week, you are responsible for contacting one of the alternates to do set-up and take-down for you.

If an alternate is not available then you should trade with one of the other volunteers.

Out of consideration for the other volunteers, if you are not able to be there for set-up, please give as much advanced notice as is possible.

Thank-You

Thank-you for your willingness to help and for making Church services flow more smoothly. You are making the load lighter for everyone concerned.