

## Set-Up / Take-Down Procedures

The purpose of the Set-Up/Take-Down is to promote the walk by preparing the Camp for the weekend. God's love is demonstrated through your willingness to provide this agape for the Team and Pilgrims.

This guideline gives you general information and a checklist and timeline to help you accomplish your service.

### GENERAL INFORMATION

#### **Responsibilities:**

- Cover windows
- Conference room preparation
- Take various storage bins to the areas where they will be used
- Maintain organization in the storage room by returning supplies to their appropriate space
- Placement of floodlights on walkways
- Restore Camp "as found"

**Storage Room:** All Servant Heart supplies are stored in the Servant Heart storage room adjacent to the Refreshment Café. The storage bins are labeled and organized by areas of responsibility, i.e., Refreshments, Worship, Agape, etc. It's a fulltime job to ensure the storage room maintains a sense of organization. Your help in putting all items back in their designated locations is the key to remaining organized.

**Window Coverings:** There is a box containing white vinyl coverings for all windows that need to be covered. They should be organized by location and should be put back in this manner at the end of the Walk. The areas to be covered include:

- Conference room – Coverings are numbered. Starting at the front door panel on the left, looking out, and ending with the back door panel on the south side of the room. There are covers for back windows and front door and side door panels.
- Dining Hall – all windows and doors on the front which face the front courtyard. These covers have written descriptions of location written on the backs of them. It is not necessary to cover the windows that overlook the back wooded area. It is *recommended* that Meal Service cover the windows AFTER the Pilgrims have gone to the Conference Room after **Send Off** (approximately 8:00 PM)
- Agape door
- Refreshment Café – all windows and doors. These are not marked, but the windows are uniform. It will be apparent which ones cover door windows.

**Outside Lighting:** The Camp does not have sufficient lighting around the campus. There is a storage bin with extension cords and outside floodlights, which should be hung on the walkway to the dorms, the walkway in front of the restrooms just outside Agape, and the walk between Agape and Refreshment Café.

## **ORGANIZATIONAL CHECKLIST/TIMELINE**

### **THURSDAY**

Arrive at Camp for set up. It is suggested you arrive by 2 p.m. to give yourself a couple of hours to set up and then time to freshen up for the reception. The time varies, of course, depending upon how many team members you may have. If you do it with two people, it will take at least two hours.

#### **Conference Room**

- Remove Camp's pictures from the walls and place them behind the fireplace
- Cover all windows and the front door and door side panels
- Set conference room (see Conference Room Setup)
- Arrange chairs and tables in the area behind fireplace for informal seating
- Relocate rolling white board to Conference Room
- Deliver bins labeled "Conference Room" to the Conference Room

#### **Dining Hall**

Windows should be covered by Meal Service AFTER the Pilgrims have gone into the Conference Room after Send Off.

Set one table for reception

Set two tables for food and one table for drinks. These need to be set away from the traffic flow of Registration and the front door. Coordinate with Refreshment Chair where the tables should be set.

Set one table for drinks

Leave other tables as found. If you have time, you can stack extra tables that will not be used during the weekend in front of the windows overlooking the back to help block the view since these windows are not covered.

#### **Refreshment Café**

Cover windows and doors

#### **Speakers Prayer Chapel**

Take the following items from storage room to the location designated:

- Small kneeling rail
- All bins labeled Speakers Prayer Chapel
- Easel and white board

Take four arm chairs from the Conference Room

#### **Chapel**

Take all Worship storage bins to Chapel. Stack them in the front right corner by the stage.

Take the "Christ Is Counting On You" large wooden cross to Chapel. Sponsors' Hour team will place the cross.

Place kneeling rails in front of the stage. These kneeling rails are generally stored in the back of the Chapel but may be in the Servant Heart storage room.

### **Agape/Refreshments**

Deliver ONLY the storage bin marked “Thursday” to Agape

It is not necessary to deliver the other storage bins to Agape or Refreshment. They will pull them as needed.

### **Outside Lighting**

Hang outside flood lights

### **SUNDAY – TAKE DOWN**

Return Conference Room tables to the storage room after Closing

Hang Camp’s pictures that were taken down on Thursday

Replace all furniture “as found” Thursday

Remove, fold, and store window coverings in the Dining Hall, Refreshment Café and Conference Room. This may already be done in the Conference Room by Agape and Assistant Lay Directors.

Collect and store all outside flood lights and cords

Return chairs from Speakers Prayer Chapel to Conference Room

Collect any remaining storage bins from Speakers Prayer Chapel and Worship and return to the proper spot in the storage room.

Move kneeling rails to the back left of the Chapel where they can remain unless a representative of the Camp specifies otherwise.

**Board Representative Coordination:** The Board Representative responsible for this area of service will contact you before the walk to answer any questions and give you guidance. Additionally, the Board Representative will do a follow-up after the Walk to document any recommendations, concerns or general comments regarding the Walk. This important communication will insure that all aspects of the Walk are performed according to the Upper Room model and that any necessary issues are promptly addressed.

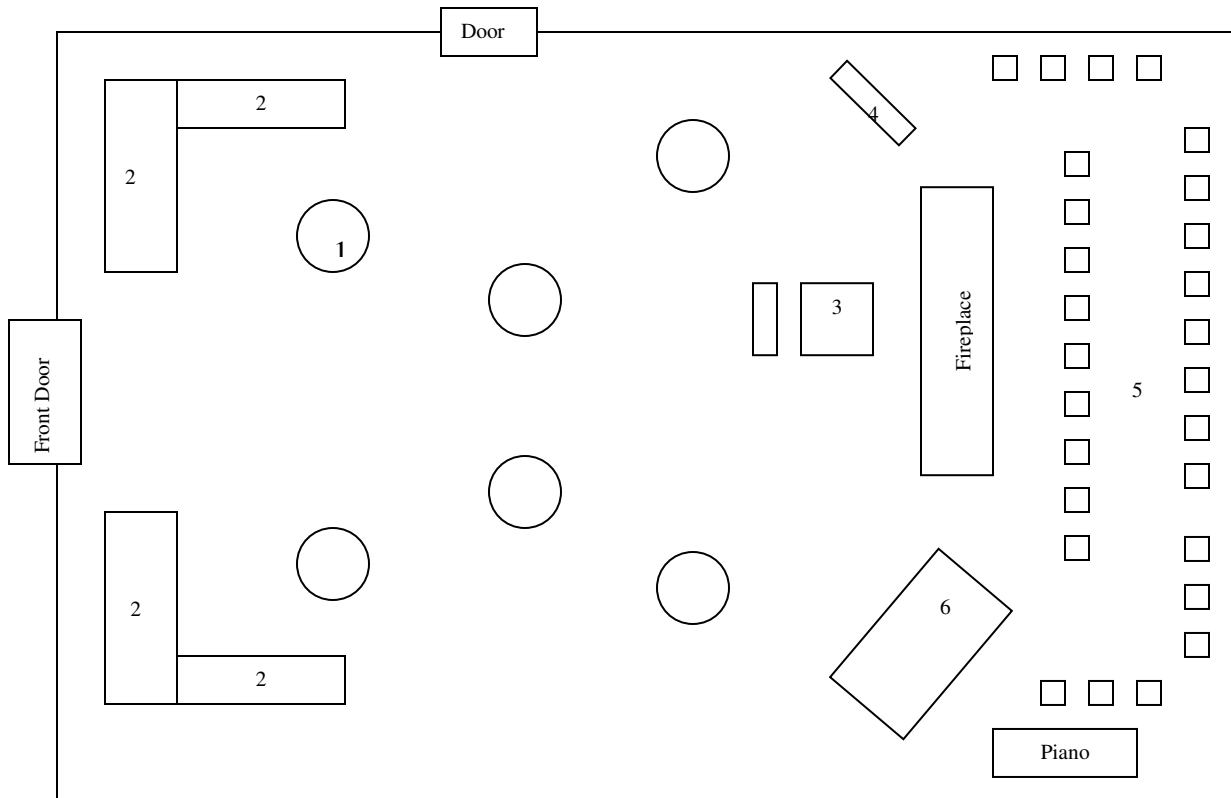
**Meals:** The Agape Room is adjacent to the Dining Room, so everyone needs to work QUIETLY during the Pilgrims’ meal times. All support personnel will eat their meals at a “second seating”, after the Pilgrims have eaten and left the Dining Room. The Meal Chairperson will let you know when it is time for you to eat. The Refreshment Chairperson will let you know when refreshments are available for you. BE SURE to pay Registrar for meals and housing prior to the Walk weekend.

**Devotional:** Support Team devotionals are held in the Refreshment Room at 7:00 AM each day.

Be willing to assist other support areas when needed, with a Servant Heart.

**THANK YOU FOR SERVING THE LORD.**

## CONFERENCE ROOM SETUP



### Legend:

This is a suggested layout. The Lay Director should be consulted for final arrangement and the number of chairs to be used.

1. 6 round conference room tables with 8 chairs each – round tables stored in storage room
2. Back tables for Conference Room Team with 12-14 chairs – seminar tables stored in storage room
3. Podium and worship table, microphone
4. Rolling white board
5. Informal seating area utilizing Camp arm chairs/tables
6. Musicians' area