

RBfK - East Auditorium Weekend Procedures (Oct. 2019)

Logistics

Lights – Switch on by reaching left, as entering main door

Ceiling fans – Switch on by reaching left, as entering door on east wall (for main area), then go east of stage (CR storage) by back door and engage fan with turn-style knob (for stage area)

Thermostat – set according to directions when setting up and after breakdown. (68*summer AC, 78* winter heat)

Drop Off and Pick UP signs – need to be placed outside of EA and Rock room doors (on black cart)

Parent sign – Move the Parent sign that says “staff only in the classrooms” to the EA door. They have a suction cup with clip for attaching to window. It’s often located on the black cart in EA storage area.

Chairs – set up last or ask 5:00 team to help. Set chairs with narrow center aisle. Front row, 6 on each side, second row 7 on each side for Sat services (total 26). Can add back row if needed. Add another row of 7+7 for 10:15 service (total 40). These are just estimated numbers, add more when needed or see a trend. Remove back row for 11:30 service.

Tech Booth

- Use the numbered directions on the desk to engage computer, sound, and video.
 - 1. Turn on video rack first (powers the computer) at sound booth. Select AFV (audio follows video) above the #1 button.
 - Turn on computer. Open Media Shout. Load lesson by date in RBfK script folder.
 - Check MS settings: set for 2 displays on top ribbon, set “**toggle**” remote for clicker and “**normal**” for cues to advance.
 - 2. Turn on soundboard, on left side of sound booth. Switch on the back.
 - 3. Turn on stage rack in wall to left of stage. The toggle switch is towards top of unit face.
 - 4. Turn on speakers. Remote on Velcro on left top of desk.
- Get remote clicker antenna from clicker pouch (in opening box) and plug into the desktop. Set clicker on teaching podium for teachers.
- Set out both **wireless mics** from drawer. Place one mic on speaker podium on stage for teachers. Fresh batteries are in opening box if needed.
- Turn on projectors (front and back walls). Remote should be on top of the CPU box. Check **projector screen** size –on projector remote, use “aspect” button to check screen display size (set on auto) for main stage. [This is usually set correctly.]

- Set **light controls** – light bars from stage and ceiling controls are the slide switches with rainbow tape above them on the light control panel. Other lights available to spot-light the stage. (I'm not sure what's what). **Black out button** is what powers everything on (bottom right) AND THE CEILING LIGHTS.

Physical set-up

Bring materials into EA

- Set up décor for current theme (small items may be on black cart stored in our storage area). Large items will be in storage area.
- Bring a cart with mats to EA (winter)
- Bring in the green cart for... (stored in Rock Rm)
 - Opening box
 - Breakout boxes
 - Any lesson or game materials (set materials out)
 - Prizes or rewards for kids (not all the time)
- Use the black cart to prep entrance activities for kids (stored in EA storage area)
 - 2-3 kids' tables and table cloths (depending on activities set up)
 - Chosen activities (i.e.: coloring books, crayons, Legos, magnetic sticks, etc.)
 - Set up any floor activities: large block building, toss games, car mat, etc.

Set up teacher podium

- Provide teaching podium (might have to hunt for it in our storage area or CR's storage)
- Set out day's agenda (2 copies, leave on with paperclip)
- Set out clicker remote
- Set out offering bag
- Set out wireless mic (extra batteries kept in opening box)

Prep EXIT room (Rock Rm)

- Media Shout script should be opened and playing for kids and parents to see photo loop and announcements
- Check quantity of posters and bracelets by the door for 1st time guests.
- Drop the rock wall mat for use. Tuck cable away for safety.
- Put Nerf ball hoop on side door and put ball in closing box.
- **Exit mic** is located hallway computer cabinet, right side. Plug it into wall (to left of door) and unmute channel 1 on soundboard.

- Put Foosball table in center of room, slightly towards the door so not to interfere with Nerf b-ball.
- Set an activity(s) on side tables with tablecloth.
- Lock cabinets after preparing for the services (kids will be in this room).

Just for Me Room (only Sunday 10:15)

- Media Shout script should be opened and playing for kids and parents to see photo loop and announcements
- Set teacher box on counter.
- Check for extra set of game supplies on cart (they should be labeled for JFM some way.)

Work backwards to put it all back at the end of the weekend. ALWAYS CLOSE MEDIA SHOUT BEFORE POWERING DOWN THE COMPUTER. Count 5 “Mississippis” in just for me room before powering down.