

RBfK - East Auditorium Weekend Procedures (Feb. 2021)

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 6 on each side for Sat services (total 24). Can add back row if needed. Add another row of 6+6 for 9:30/11:00 service (total 36). These are just estimated numbers, add more when needed or see a trend.

Tech Booth

- Use the numbered directions on the desk to engage computer, sound, and video.
 - 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. There's a picture of the correct light board settings in the plastic boxes below computer if lights don't come on.

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 cart for... (stored in Rock Rm)
 - Opening box (check for safety radio in box. If not there, check tool cabinet where boxes stored: teal colored bag)
 - Breakout box with pouches
 - 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 kids' tables without table cloths
 - Chosen activities: on bottom of cart with rotation schedule on the cart
- Set out "drop off" (auditorium) and "pick up" (Rock Rm) banners by each door.

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)
- Set out safety radio (check for channel 1)

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 by the door for 1st time guests. Also giving eraser and prayer card to 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(s) in center of room, slightly towards the door so not to interfere with Nerf b-ball.

- Lock cabinets after preparing for the services (kids will be in this room)

Sanitizing routine for teachers

- Wipe down any pens used during class. Sanitizing wipe in Breakout pouch and on the cart.
- Spray or wipe down Foosball handles and Rock Wall after each class.
- Spray or wipe down outside of the sucker box.
- Follow rotation and sanitizing procedures for East Auditorium toys/activities.