

Set Up Teams/Hosts (Sept-Jan)

1st Sunday of the Month <ul style="list-style-type: none">- Set up: Nisha, Ian & CJ- Host: Nisha- Set up: Joshua P- Host: Broo	2nd Sunday of the Month <ul style="list-style-type: none">- Set up: Milly & Rabbin- Host: Trevor- Set up: Josh & Juana- Host: Erika
3rd Sunday of the Month <ul style="list-style-type: none">- Set up: Lissette & Lamar- Host: Lissette- Set up: Erika & Jose- Host: Andie	4th Sunday of the Month <ul style="list-style-type: none">- Set up: Angel & Allegresse- Host: Allegresse- Set Up: Josh P- Host: Broo
5th Sunday of the Month <ul style="list-style-type: none">- Set up: Rebeka & Edwin- Host: Rebeka- Set up: Jacob & Andie- Host: Erika	

<u>HS Schedule</u> 11:15 Students head to office 11:30/11:35 Host welcomes students 11:45 Video plays 12:00 Small Groups 12:30/12:45 Go back to Tapestry	<u>MS Schedule</u> 11:15 Students head to GT room 11:30/11:35 Host welcomes students 11:45 Video plays 12:00 Small Groups 12:30/12:45 Students Dismissed
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Tear Down Team

Everyone after Small Group before you and students leave.

HS Set-Up Process *Head to office at 10:45pm to set up (no later than 11am)**

1. Turn all lights on (flip all breakers in breaker box on the right wall when you first walk in)
2. Open Blinds halfway or all the way.
3. Put music on.
 - a. Turn TV on with Apple TV remote.
 - b. Turn on Bluetooth Speaker (on the floor beneath TV)
 - c. Open Spotify on the TV
 - d. Play Hype Christian Rap Playlist or Christian Hip Hop
 - e. Make sure music is loud enough
4. Set up all games
 - a. Two black folding tables go together for ping-pong
 - b. Card games/dominos/chess/jenga on tall round tables and bar by windows
 - c. Spoons on white folding table
5. No chairs set up

6. As students arrive upstairs, name tags should be written and given out **(BY HOST)**
7. When students are all upstairs, set a 15 min timer on your phone, when timer goes off call students to grab a chair and gather around the TV. Let them know about upcoming events & recap/introduce the current series. Go over the series verse. Ask everyone to put phones away before starting the video. **(BY HOST)**

HS Tear Down Process

1. Have students fold all chairs and place them **NEATLY** in a stack under AC units
2. All games go on black shelves
3. Turn TV and Bluetooth Speaker off
4. **All garbage needs to be thrown away - PLEASE throw away SG Guides. If bags are full, tie up and bring to Tapestry. They can be placed in the garbage bins behind metal gate by front door.**
5. White folding table needs to be folded down and place against a wall
6. All blinds need to be shut
7. All breakers flipped off
8. Door locked

MS Set-Up Process

1. Get tub of games from back room
2. Set 1-2 games on each table
3. Put Pool Table on top of long table
4. Put music on.
 - a. Turn TV on with Apple TV remote.
 - b. Turn on Bluetooth Speaker (on the cart beneath TV)
 - c. Open Spotify on the TV
 - d. Play Hype Christian Rap Playlist or Christian Hip Hop
 - e. Make sure music is loud enough
5. As students arrive upstairs, name tags should be written and given out **(BY HOST)**
6. When students are all upstairs, set a 10 min timer on your phone, when timer goes off call students to grab a chair and gather around the TV. Then begin "Bad/Good Week" **(BY HOST)** Let them know about upcoming events & recap/introduce the current series. Go over the series verse. Ask everyone to put phones away before starting the video.

MS Tear Down Process

1. Put all games back in tub.
2. Pool table and tub of games put away in back room.
3. Turn TV and Bluetooth Speaker off
4. **All garbage needs to be thrown away- PLEASE throw away SG Guides & any unused materials.**
5. Put all tables back in their original spots. Place chairs, 4 to a table. Fold extra chairs.