

Event Checklist

EQUIPMENT SET-UP

Set-up for an evening event will take place the morning of the event. Set-up for a morning or early afternoon event will take place the evening before the event. The exception is a Sunday night event which will be set up immediately after the morning service ends. Please provide two men to help unload and erect the set. Have the stage completely cleared prior to set-up.

AUDITORIUM PREPARATION

The event works best in the main auditorium. Gymnasiums are not ideal due to lighting and acoustic challenges. Also, more adults typically attend if held in the main auditorium.

- We recommend that chairs, pews, etc. be used for seating. Sitting on the floor during the event is not ideal.
- Do not lay vinyl tarps or anything slippery over permanent flooring.
- Make a center aisle. The two divided sections will be designated as blue and green teams. Encourage families to sit together.
- Completely clear the platform prior to the event set-up time.
- Close the auditorium 2 hours before the event start time for volunteer training. Allow only volunteers to enter the auditorium.
- Please do not throw items into the crowd during or prior to the event. We don't want kids fighting over items.
- Two seats should be reserved in the front/center for the Security Guards.
- We need access from the auditorium to the stage. Stairs in the front center are optimal.**
- Please provide 2 large trash cans with liners

ADULT VOLUNTEERS

(NO VOLUNTEERS UNDER 20 ALLOWED)

1. REQUIRED TO BE PRESENT 2 HOURS PRIOR TO START TIME

- Children's/Family Pastor or Event Coordinator
- Lighting Operator -familiar with house and stage lights
- Tech Operator -familiar with video and audio systems

2. REQUIRED TO BE PRESENT 90 MINUTES PRIOR TO START TIME

- Team Captain (enthusiastic adult male)
- Team Captain (enthusiastic adult female)
- Tornado Man (requires a strong adult **man**)
- Scorekeeper (enthusiastic **female**)
- Two "Security" Guards (male or female)
- Two product table attendants (females preferred)
- Sign-In Attendants OPTIONAL

3. FOLLOW UP

- Once volunteers are chosen to fill these positions, follow up with phone calls and hold them responsible to arrive on time. It is very crucial that they do so. Also, there will be a team picture taken at the beginning of training time.

- Instruct volunteers to have childcare arrangements during their training time.

4. MAKE A LIST OF THE VOLUNTEERS

- Fill out the "**Final Preparations**" form found in this book with the first and last names of each volunteer next to his/her responsibility. Give this to the event director at the start of the training time.

5. WHAT TO WEAR

- Purchase "Team Gear" from CafePress.com/kidzblitz or have your team wear casual, bright, solid colored clothing. No costumes.

SOUND EQUIPMENT

We will be using your house system. We will need:

- CD player or USB input
- 1 Cordless Headset Mic (2 ear headset is preferable)

PRE SERVICE

- Preservice starts 10 minutes before the event. The auditorium doors may open to the crowd at the start of pre service.
- We have our own crowd warm-up with music. We prefer the church not provide anything in the way of pre service.
- The church may show slides or announcements on the screens during the pre service with no audio.
- The person the church designates, typically the Children's Pastor, will signal the Tech Operator when to start the 5 minute countdown footage (provided by your event director) for the start of the event.

A good rule of thumb is to start the countdown at the event start time in order to give a buffer for late-comers. It is at the church's discretion whether to start on time or a few minutes late if people are still arriving.

- The auditorium lights should be dim 10 minutes prior to the event with the stage fully lit.
- Nobody should be on the stage or in front of the stage during the 10 minute pre service warm-up.

REGISTRATION TABLE

- Be prepared to begin registration one hour prior to start time.
- Open auditorium doors 10 minutes prior to start time.
- Print the first name of each child on a name tag with a thick black marker.

PRODUCT TABLE

- Two Tables: Place two eight-foot tables in the foyer or entry way where people will pass them on their way into the auditorium.
- Provide two adult helpers to assist with product sales before and after the event. They should arrive 45 minutes prior to start time and stay 30 minutes after event ends.

CLEAN UP

- It will be necessary for the church to vacuum when the event is over. Please allow 30 minutes after the event before vacuuming.