



Event Checklist

LOAD IN

Evening event: Same day, morning set-up

Morning event: Previous day, evening set-up

Sunday night event: Same day, immediately after morning services end

- Completely clear the platform 1 hr prior to set-up**
- Provide 3 men to help unload and erect the set.

AUDITORIUM PREPARATION

Main auditoriums are best for a bigger attendance. No gyms.

- Provide seating for your attendees.
- No vinyl tarps or anything slippery over flooring.
- Make a center aisle. The 2 divided sections will be Mosquitos and Jellyfish teams. Families should sit together.
- Close the auditorium 2 hours before the event start time for volunteer training. Allow only volunteers to enter the auditorium.
- Reserve 2 seats in the front/center for the Front Row Keepers (Bouncers in some publications)
- Provide access from the auditorium to the stage. Stairs in front center are best.
- Do not throw items into the crowd at any time.
- Provide 2 large trash cans with liners

ADULT VOLUNTEERS

(NO VOLUNTEERS UNDER 20)

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

- Children's Pastor or Event Coordinator
- Lighting Person -familiar with house and stage lights
- Tech Operator -familiar with video and audio system

2. REQUIRED TO BE PRESENT **90 MINS** PRIOR TO START TIME

- Team Captain (enthusiastic adult male)
- Team Captain (enthusiastic adult female)
- Tornado Man (operates the timer on stage)
- Scorekeeper (enthusiastic female)
- 2 Front Row Keepers (male or female)
- 2 Product table attendants (needs to arrive 20 minutes before event)

3. FOLLOW UP

- Once people are chosen to fill these positions, follow up with phone calls and hold them responsible to arrive on time.
- Your Crew has childcare during their training time.

- Fill out the "Final Preparations" card with the first and last names of each volunteer. Give this to the event director.
- If you provide a meal for the Crew please make it available 20+ minutes before training. No food during training.

4. WHAT TO WEAR

- Have your team wear casual, bright colored clothing. No shorts and no tees with words. Only costumes if faces are visible. (optional)

SOUND EQUIPMENT

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

- USB INPUT
- 1 Cordless, headset mic (2 ear headset is best)

REGISTRATION TABLE (OPTIONAL)

- Begin registration 45 minutes prior to start time.
- Print the 1st name of each child on a name tag with a thick black marker.

PRE SERVICE

- Pre service starts 15 minutes before the event. No early entry.
- We provide crowd warm-up music. We prefer the church not provide anything in the way of pre service.
- You decide when to start the 5 minute countdown video to begin the event. You can start on time or late for "late-comers".
- Lights are dim 15 minutes before starting and the stage is fully lit.
- No one is permitted on stage during the 15 minute pre-service.

CLOSE OUT

- Coordinate closing details with your event director during set-up. Close-out is your time to connect with the new families in the crowd.

MERCH TABLE

- Place (2) eight-foot tables in the foyer or entry way where people will pass them on their way into the auditorium.
- Provide two people to assist with merch sales before and after the event. They should arrive 20 minutes prior to start time and stay 15 minutes after event ends.

LOAD OUT

- Load out will begin within 15 minutes of your close-out. Please provide 3 people for load-out.
- It will be necessary for you to vacuum when the event is over. Please allow us to remove our set before vacuuming.