

For setting up:

1. Move the projector cart from the bottom of the stairs by the entrance to the back stairs (by the storage room)
2. Pull first stack of chairs out
3. Nursery stuff out and taken down to outside the library door
4. Pull book cart out, put it in the southeast corner
5. Two tables out (back door and corner for Dorin)
6. Pull the rest of chairs out
7. Four fans out in corners
 - a. Make sure they are all plugged in
 - b. Extension cord for the northeast corner fan is on the projector cart
8. Pull out the pulpit and put it into position
9. Boxes out (one to back table and one behind pulpit)
 - a. Leave music stuff in the music box
 - b. Put stuff out on back table and put two table cloths on
10. Music stands out
11. Boom mike stand out beside pulpit
12. Piano moved to southeast corner
13. Benches moved along side walls
14. Set up chairs as described below
 - a. Rows should be curved in such a way that every seat is directly facing where the preacher should stand (behind the pulpit); this way people will not have to have their heads turned the whole time
15. Leave space for Hill's chair at north end of last row in centre section
16. Put all yellow signs up in appropriate locations in the hallways (make sure they are up high—higher than your head so that people will be able to see them in a crowd)

Details about the Chair Setup:

- North section (44 chairs in six rows)
 - First row: 4 white
 - Second row: 5 white, 2 green
 - Third row: 9 green
 - Fourth row: 10 green
 - Fifth row: 9 green
 - Sixth row: 5 green
- Middle section (28 chairs + Hill's chair in four rows)
 - First row: 5 white
 - Second row: 6 white
 - Third row: 7 white in middle, 2 green (1 on each end)
 - Fourth row: 8 white + Hill's chair
- South section (41 chairs in six rows)
 - First row: 4 white
 - Second row: 4 white, 1 green
 - Third row: 8 green
 - Fourth row: 9 green
 - Fifth row: 11 green
 - Sixth row: 4 green
 - Plus 1 green chair by Dorin's table
- Front of pulpit will be three squares back from where the green & red lines cross on the floor
- First centre row starts one tile back from where the green & red cross (four squares from pulpit to chair)
- Back row should be 6 tiles from the red cross
- Northeast corner fan should be faced across the front of the room (toward the preacher)

For Putting Away and Cleaning Up:

1. Music stuff
2. Fans
3. Fit small things under the stairs
4. Pulpit away next
5. Chairs go next (three stacks—two white, one green)
6. Bins go in where we can fit them
7. Book cart goes in next
8. Tables get put away along the long wall on the left
9. All the nursery stuff goes in next
10. Last stack of green chairs goes closest to the door (this stack should be the highest)
11. After everything is put away...
 - a. Bring in the sign from outside
 - b. Make sure all the yellow signs are pulled down and put away on shelf in storage room
 - c. Sweep / mop hall & gym
 - d. Make sure the library is cleaned up
 - e. Check the washrooms
 - f. Make sure all the garbage is put away