

SUPPLIES

Purpose

To ensure participants and team have all of the supplies necessary at *all* times during the Reveal.

Way of Being

Excellent. Resolute about the task. Alert and focused. PREPARED.

Commitments

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and the Intro to Transformation Workshop and Info Call(s).
2. Be prepared for all meetings and the Training.
3. Participate in weekly team coaching calls.
4. Enroll other individuals to the team.
5. Enroll and register participants to the Reveal Seminar.
6. Make support calls.
7. Pray regularly for the team, the Trainers, the participants, and the Training.
8. Be a witness.
9. Create value for the team.
10. Do what it takes to accomplish the vision.
11. Knowing the details required within the Job Description of the Supplies Materials job that will help set your team and training participants up for success

Consider Reveal like a “part-time” job, in a sense, knowing that you will need to set aside other priorities in this season to make Reveal an important part of your daily life.

Mechanics

A. Before the Reveal:

1. At the team orientation/selection get current inventory list, if possible.
2. Call previous supply person, if any, to ground on the details of this responsibility.
3. Get existing supply box if shared by the region and add to it whatever is required for the next Reveal. (Below is the minimum list of supplies needed for each Reveal.)
4. Coordinate with Special Needs person to purchase all needed items for

their box. This list and Special Needs role can be found on the Reveal Resources page under the Team Jobs header at www.gapcommunity.com/Revealresources

General Supplies

The supply list below are the minimum needed to sponsor an Reveal. Depending on the facilities you rent other supplies may be needed. Consider what additional supplies you might need to obtain to put up signs, setup the room and so on. For example, some rooms do not have variable lighting, so, a minimum of 4 halogen lamps may be needed.

1. Check with music person and with Charts and Signs person(s) for any possible supplies for them.
2. Have everything prepared at least 3 days before Reveal begins to insure no breakdown during the training.
3. Be frugal and get the best buys.
4. Be aware of the tremendous responsibility you have!
5. *Get Sponsor's approval prior to any purchases! Turn in your receipts to them for reimbursement.*

B. During the Reveal

1. Make sure everything is available and set out at all times.
2. Have supply box or boxes in a convenient location and close to you in case needed. Supplies must be accessible at all times. Maintain order in the supply box.
3. Make sure the Trainer has his or her marking pens at the easel *and* at his or her seat.
4. Know what is next and be prepared!

C. After the Reveal

1. Gather all supplies from food person, special needs, and nametag holders and store in appropriate boxes. For the
 2. Write an exact inventory of contents in supply box.
192317824. Return all supplies and inventory to Team Captain or wherever you first got them from.

GENERAL SUPPLY BOX

- 4 full size Easel Pads (2 post-it style, 2 non post-it)
- 2 easels
- Pens for participants and guests (GAP will provide)
- 2 sets of magnum pens red, blue, green, black (make sure they work)
- 2 rolls scotch tape
- 2 rolls of blue painters tape (for the chair outline)
- 1 roll of gaffers tape (to tape down the music cord wires to the carpet)
- 1 pair of scissors
- 1 stapler/staples
- 1 case of Kleenex (24 boxes)
- Tablecloths
- Plastic cups for water station
- Water and ice for water station
- Nametags for team and participants (coordinate with Name tag job role)
- Trash cans if not available on site
- One high chair/stool for each Trainer (if requested)

SPECIAL NEEDS SUPPLY BOX

- First Aid kit
- 1 bottle of Tylenol
- 1 container of Band-Aids
- 1 bottle of Tums
- 1 pkg of Kotex Regular & Lite Days
- 1 pkg of Tampons
- 15 small plastic barf bags
- 1 pkg cough drops
- 1 pkg hard candy
- 1 pkg of 9 juice boxes
- Saline solution
- Anti-diarrhea
- Pepto-Bismol