

ROOM SET UP

Purpose

To arrange and oversee the transport and set up of all equipment and supplies to and from the Awaken training location.

To oversee the rearrangement of the Awaken room during the course of the training.

To arrange and oversee the clean up of the training facility and return of all equipment and supplies.

Way of Being

Thorough, organized, accurate, fast, hardworking, cooperative

Mechanics

Before the Awaken:

1. Work with the Sponsor, Team Captain, and Supplies person to establish the set up requirements for this specific Awaken training.
Use the Supply List for the Supplies person to have an understanding of the equipment that will need to be transported to the training location. This can be found on the Awaken Resources page at www.gapcommunity.com/awakenresources on the Supplies team job document.
Assess with the Sponsor the recruiting and transportation needs and recommendations for this Awaken.
Recruit and confirm the participation of transportation, set up and clean up teams. You can have outside grads join the team for set-up and tear-down if needed outside of team members.
Confirm with the Team Captain about all of the set-up and tear-down plans.
2. Oversee the transport of all equipment and supplies to the Awaken site.
3. Oversee the set up of the Awaken room.

During the Awaken:

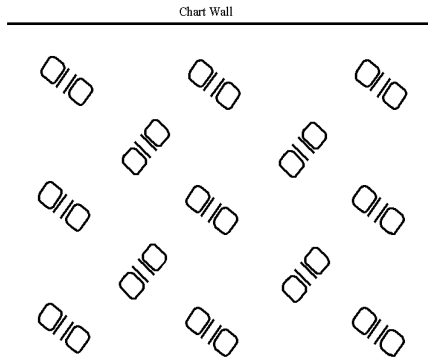
1. Oversee the room set up according to the Trainer's and Team Captain's instructions for each exercise.
2. Oversee the regular housekeeping duties of maintaining the Awaken room at the highest level of order and cleanliness possible (i.e. dusting, vacuuming, trash pick-up and straightening of chairs, tables and visuals.)
3. Oversee the safe transport of equipment to other facility in case of a location change during the course of the Awaken.

Additional details to note:

- ☐ The chairs can be roughly 6 inches to 1 foot apart, depending on what's needed for the U-shaped arc with the room size
- ☐ The chairs need an aisle space in the middle back of the "U" shape for participants to easily get in and out of the arc
- ☐ There needs to be enough space upfront for the trainers to have some space to move around
- ☐ The Easel, one easel pad (the sticky kind), and multiple (*pre-tested*) markers are out and in the middle front of the room for the Trainer (additional easel pads need to be out of site and not cluttering the room, but easily accessible.
- ☐ The two GAP signs banners are up front close to the wall on the left and right side (not quite center but off to each side of the center.
- ☐ The team tables need to be in the back of the room and spread out in a way that creates space for them to get out from behind the table easily that would create the least amount of distraction as table / room space allows.
- ☐ The team will need an extension cord(s) and power strips that match the need for laptops for the log keeper and a couple of others. All cords that are crossing pathways and not under the table will need to be very neatly and precisely taped down with specifically GAFFERS tape that is best for carpeted areas.
- ☐ Any windows or glass or any source of light other than the dimmer lights needs to be covered very neatly and precisely with black paper/fabric in a way that looks professional and will not fall down or look like it has tape carelessly all around it (not often needed for hotel conference rooms)
- ☐ The music person seat will be placed next to the trainers at the same table (music person seat nearest the wall or outer part of table on the right). And the music person/trainer table should be front/right of the team tables when looking at the back of participants' chairs. This means the sound system and taped cords will need to be set-up according to the location of this table.

After the Awaken:

1. Oversee the breakdown of all equipment and the clean up of the Awaken site.
2. Oversee the loading, transport and storage of all equipment and supplies.
3. Recruit, organize and oversee set up and clean up team for the graduate support event. Include music, chairs, easel, marking pens and sound system.
4. Meet with Awaken team to assess the effectiveness of your participation as it relates to the above duties.



Day to Day Summary of Chairs / Furniture Set-Up

Day One

AM All chairs in one large arc, facing the wall that the charts and signs are on. Easel at the front of the room.

PM After dinner, chairs are in small-group arcs for "The Living Mirror." Kleenex boxes are placed in the arcs. See Team Captain for

details on numbers for each arc.

Day Two

- AM All chairs are initially in one large arc as for Day One morning.
- PM After lunch, participants form 2 arcs facing away from each other for confession (one for men, one for women) with Kleenex boxes in each arc.
- PM All of the chairs will need to be removed to the back of the room, as well as the easel. Number of chairs for the lifeboat will need to be stacked at the front on the room. Check with the Team Captain for instructions

Day Three

- AM All chairs are initially in one large arc as for Day One morning.
- PM Chairs will be set back to back in pairs in a herringbone pattern.

A request of the venue staff should be made on day 3 for extra chairs for day 4 (# to be determined by Captain and Trainer)

Day Four

- AM The chairs will need to be set up in a "Lazy Susan," i.e., concentric circles, the inner circle facing out and the outer circle facing in. "Tell Your Story"
- PM After lunch, for worship all chairs (participants and team) should be in a large arc however they best fit in the room.

There should be chairs for guests during the Sunday Celebration... team tables except for the Trainer and music table can be removed. These can be set-up during the lunch break on the final day.