LIFT TEAM: U-CITY

Standard Operating Procedure

MISSION

The purpose of the Lift Team is to bring people and God together in love by setting up the environment where people from all walks of life can come and experience the life changing power of Jesus.

Let each of you look not only to his own interests, but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men. Philippians 2:4-7

SET-UP

Note: please use the blue hand cart while moving bins from the stage to their respective areas and back

HUDDLE

- Gather: 7:30AM at the cake in the lobby (90 minutes before the first service)
- Vision: Read through the Sunday vision available at Dream Team Central. Use this to **encourage**, **celebrate**, and direct attention to our **guests**.
- Special Tasks: Go over any changes to the standard plan
- Pray: Pray for the service

MAIN AUDITORIUM

STAGE/AUDIO

- Remove large, single black industrial mat from stage and place it near the back of the auditorium (house left).
- Use a black industrial mat to cover speaker wires on floor in front of stage stairs.
- Bring two white chairs from backstage and set them up near the speaker stands facing the middle of the auditorium for the Safety Team.

- Set-up visual production white table.

COMMUNION

- Bring the Communion bin from backstage and set it at the front of the stage.
- Bring 6 communion tables from backstage.
    - Place two tables midway up the aisles in the handicap alcoves
    - Place two tables directly in front of the stage in the middle of the aisle runner and two tables next to them toward the center for gluten-free communion.
    - Bring four black offering baskets from backstage and place them on the two tables that are located in the runner and the two tables that are midway back in the auditorium.

SEAT COVERS

- Retrieve large seat covers from backstage and place snugly over back rows of the theatres. Follow directions as marked on the bins and on the white tags of each cover.
- Please ensure that the ADA disability signs are not moved or covered when setting up seat covers.

WELCOME LANDING

WELCOME

- Bring folding table from backstage and set it up on the Welcome landing
- Bring two Greeting Team bins from backstage to the Welcome landing

SOUTH AUDITORIUM

PRAYER ROOM

- Place the Prayer Team bin and a folding table in the South auditorium
- Place the rolling cart in the South auditorium for use by the hospitality team during breakdown

NORTH AUDITORIUM

NEXT STEPS

- Retrieve the Next Steps bin from backstage and place it in the North auditorium
- Retrieve the Next Steps folding table from backstage and place it in the North auditorium

LOBBY

DREAM TEAM CENTRAL

- Carry Dream Team Central table from backstage and set it up in the southwest corner of the foyer.

HOSPITALITY

- Carry two hospitality bins from backstage and place them in the lobby near hospitality tables located in the sitting area and foyer. Note: the hospitality tables are already set up by Tivoli staff prior to Lift Team arrival.
- Bring the rolling platform cart from behind the stage and place it in the back right corner of lobby near the coffee table. The Hospitality Team uses this at break down.
- Bring two black industrial mats to the foyer and place them in front of the hospitality tables.
- Place one black round table in front of the hallway to the main auditorium for bulletins.

INTERIOR SIGNS

- Retrieve Auditorium sign, Next Steps sign, and the Prayer Room sign from backstage.
- Set the Prayer Room sign near the greeting table outside the door of the south theatre.
- Set the Next Steps sign outside the door of the north theatre.
- Set up auditorium sign in front of the hallway to the main auditorium in the lobby.

RED HERRING ESCAPE ROOM

YOUTH MINISTRY/ELEMENTARY III

- The Elementary III and Middle School classes are held in Red Herring Escape Rooms, next door to the Family Center. The door code is 01576#.
- Bring in 12 chairs from the Family Center (located in the workroom closet).
- Bring in the Bible/supply cart located in the Family Center utility room
- Bring in the white dry erase board located in the Family Center utility room
- Please make sure the door is locked again

FAMILY CENTER

- Take down any items by the pillar to restock supplies behind the stage
- Ask the Operations Director if there are any special tasks to be set-up

EXTERIOR

EXTERIOR SIGNS

- The door code for the Family Center is: 0519
- Retrieve Children's Check-in sign from the Family Center and place in box office window.
- Retrieve two flags, bases, and four sandbags from the Family Center and set up at the edge of the sidewalk (near the street). Avoid trees and marquis.
- Retrieve three A-frame signs from the utility room in the Family Center
    - Place the parking sign in front of the parking garage on the north side of the street. It should be visible from the street, but not an obstruction for drivers.
    - Plase the lot full sign by the parking garage
    - Place the children's check-in A-frame sign in front of family center, visible, but not obstructing foot traffic.
    - Move the service times A-frame sign from in front of the Family Center door to in front of the box office on the sidewalk, visible, but not obstructing foot traffic.
- Retrieve crosswalk safety sign from the Family Center building lobby and place in the middle of Delmar in the middle of the crosswalk. Note: This sign is best moved with two people.

TRASH

- Walk up and down the sidewalk and along the east side of the theatre and pick up trash. Scan the street and the sidewalk to ensure that everything is clean and tidy.
- Use the battery powered leaf blower located in the front Family Center closet to clear debris from the sidewalk in front of the Tivoli.

BREAK-DOWN

HUDDLE

- Step out of the service and gather at 11:05AM on the Welcome Landing just outside the main auditorium
- Read through the Sunday vision available at Dream Team Central. Use this to:
    - Cast vision
    - Celebrate
    - Orient toward guests
- Go over any changes to the standard plan or special tasks
- Pray for the service
- *Note:* everyone must be out of the Tivoli by 11:45AM or the church will be fined a late fee.

Begin by removing everything from the lobby and staging it on the Welcome Landing. This must be completed before service is over.

MAIN AUDITORIUM

STAGE/AUDIO

- Remove mat from back of auditorium (house left) and place backstage
- Place Guest assistance team chairs backstage
- Breakdown visual production white table

COMMUNION

Place communion tables and offering baskets backstage

SEAT COVERS

- Roll up and store the seat covers in the bins and place backstage.
- Please ensure that the ADA disability signs are not moved when breaking down the seat covers.

SOUTH AUDITORIUM

PRAYER ROOM

- Return the Prayer Team bin and folding table from the South auditorium to backstage

NORTH AUDITORIUM

NEXT STEPS

- Retrieve the Next Steps bin from the North auditorium and place it backstage
- Retrieve the Next Steps folding table from the North auditorium and place it backstage

WELCOME LANDING

WELCOME, HOSPITALITY

- Retrieve all bins (hospitality, greeting, communion) and place in the racks backstage
- Retrieve all tables and store together backstage
- Clear any other items in the Welcome landing area and store backstage

LOBBY

HOSPITALITY, & DREAM TEAM CENTRAL

- Retrieve industrial mats and return backstage.
- Place Dream Team Central table backstage.

INTERIOR SIGNS

[Note: All interior signs should be stored together backstage]

- Place Prayer Room sign backstage.
- Place Next Steps sign backstage.
- Place Auditorium sign, do not break it down

EXTERIOR SIGNS

- Take large Children's Check-in sign out of box office window and place in Family Center.
- Break down flags, place in bag cases and take cases, bases, and sand bags to the Family Center
- Place the A-frame sign with service times in front of the Family Center.
- Place Parking A-Frame sign in the utility room in the Family Center.
- Place Children's Check-in A-frame sign in the utility room in the Family Center.
- Place Lot is Full sign in the utility room in the Family Center
- Place crosswalk sign in the Family Center building lobby.

FINAL REVIEW

- Perform a final review of the interior and exterior of the theatre and put away any remaining items
- Ensure that all equipment is behind the red line backstage.
- All team members must be out of the Tivoli by 11:45AM.

	Location	Item
	Main Auditorium	Back & front industrial mats
		(2) White chairs
		Communion bin
		(6) Communion tables
		(4) Offering baskets
		(2) Seat cover bins
		VP white table
	Lobby	(2) Hospitality bins
		(2) Coffee mats
		Round bulletin table
		Auditorium sign
		Next Steps sign
		Prayer Room sign
		High School bin, easel, sign
	Welcome Landing	(2) Greeting Bins
		Welcome folding table

	Location	Item
	South Auditorium	Prayer Team bin
		Folding table
		Rolling cart
	North Auditorium	Next Steps bin
		Folding table
		Industrial mat
	Exterior	(2) Flag sign bags, bases & (4) sand bags
		Large Children's Check-in sign
		Crosswalk safety sign
		Children's Check-in A-frame
		Parking A-frame
	Red Herring Escape Room	(12) chairs
		Bible cart
		White dry erase board
	Family Center	Items by the pillar, special projects