

Rector / Head Cha Cha Checklist

Wednesday Night

- _____ Talk with Pre-chairperson regarding assignments of candidates to tables.
- _____ Make diagram of table positions and assign table names.
- _____ Determine sleeping areas for Rector, Head Cha cho, Pastors, Team and Candidates.
- _____ Have a bathroom for "male only" if male Pastors. (Women's Weekend)
- _____ Count Team nametags/Candidate nametags.
- _____ Make nametags for Candidates with bed/luggage number/room number on back. Professor nametags need a fake # and room name on the back of their tags.
- _____ Make tent cards with table names.
- _____ Bring flowers for rollos. Place in a refrigerator.
- _____ Flowers for 4th day Couple or Single.
- _____ Cross for rollista to hold during rollo.
- _____ Need to know where everyone is sleeping.
- _____ Know if there are any special needs for Candidates.
- _____ Mailroom needs roster/table assignments so that flowers can be labeled after serenade.
- _____ Phone # for emergency. Give # to team.
- _____ Assign Rollo Room Cha cho" to receive phone call from Pre-weekend chair or secretary as to whether all candidates showed up at send off. Pull nametags if a no show.
- _____ Inform Secretary and me if any no shows or table assignment changes or if a candidate or team member goes home.
- _____ Touch base to make sure Serenade Leader doesn't have any questions.
- _____ Touch base with 4th day couple to remind them to be at closing before
- _____ Know where the AED is located – Note any medical people on team.