



AWAKEN TEAM CAPTAIN

SET- UP & TRAINING CHECKLIST

LEADING UP TO THE SET-UP TIME

- Create a clear agreement among the team about arrival time and where
- Communicate with your Sponsor(s) and get clarity from them about expectations regarding your role and theirs during the Set-Up time and during the 4-days.

DURING SET-UP

The following list is not necessarily intended for the Team Captain to execute themselves. It is for the Team Captain to oversee the team members who would be implementing these details.

- **TEAM FOOD ROOM / FOOD ROLE**
 - Snacks, beverages, any breakfast items, etc. are set-up in a way that is accessible to team members as needed
 - Perishable items are secured somewhere where they can be kept refrigerated/cold
 - Coffee/tea options are easily and readily available for team members/trainers to access anytime wanted
 - The room is set-up and kept as clean and tidy as can be
 - Food person(s) have a clear plan in place for the 4 days regarding meals, timing of meals and have the support needed to execute that well.
 - If the Team Room(s) are only accessible via a hotel room key, ensure that multiple keys are acquired and that all who need it are aware of the room keys location
- **MUSIC PERSON**
 - Sound system has been tested and works
 - The wireless mic works and there are extra batteries available in the supply box when/if needed
 - All the wires for the sound system ideally are taped securely and neatly along the wall border and, if needed, the areas where it needs to cross over people's walking path are also precisely and neatly taped down, specifically with GAFFERS tape which works best on carpeted surfaces.

- In addition to the outlet being used for the sound system, the music/trainer table will need at least 2 – 3 open outlets on a power strip for the trainers to charge their laptops/iPads
- 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.

□ LOCATION DETAILS

- There are at least two trash cans inside the room accessible by both team in the back of the room and participants in the front
- There is a trash can also outside the room near the check-in/name tag/water bottle table
- CHECK-IN TABLE:
 - One half has water bottles neatly placed on it (if water station is not provided by the location outside the room).
 - The other half is all of the name tags in alphabetical order (by first or last, doesn't matter how name tag person does it).
 - The first day, you will also need room for at least 2 laptops with 2 chairs available if needed for participants to finalize the online paperwork if needed.

□ LIGHTS

- The Lights person and a back-up team member are both clear about how to work the whole room's lighting and the room can go from fully bright to dim down to barely being able to see, and any option in-between that the trainers might choose.

□ ROOM SET-UP

- 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.

□ SIGNS

- 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.
- On all outside doors needs to be clear and visible:
 - The signs saying, "Please do not disturb, training in progress."
 - The signs with the emergency contact name and phone number
- If the training room itself is not clearly apparent when arriving at the location:
 - If needed (for large or complex locations), well-printed, laminated and secured signage outside from where they would pull into the parking lot as to where to go.
 - Signage inside as to where to go (more signs for more complicated locations) and if a hotel, a request for a metal stand sign upfront with GAP Community's Awaken Training and clarity on the room location.
 - If more than one door:
 - One sign for the TEAM DOOR and one sign for the PARTICIPANT DOOR

DURING THE TRAINING

The following are details outlined in the Set-Up person's job description...

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.
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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.