

SERVING GUIDE: SET UP

Two team members will be assigned to set up each week and share the tasks listed below:

1. Arrive at 7.20am.

As a member of the set up team you will know the standard arrangement of the hall prior to set up for church. At certain times of the year (e.g. school holidays, school exam periods, special school assemblies/performances) the hall upon arrival may not be in the standard arrangement, there may be additional items left in the hall (e.g. theatre items) or there may be chairs stacked at the sides of the hall. During these times you need to inform a pastor of the church (who will also be attending the 9am service) of the irregular room set up/additional items you have moved. The pastor will then inform the pack up team members serving that week to ensure the room is returned to the same condition as it was found. It may be helpful to take a photo.

2. Go to main stage and turn the 3-phase switches to number 2; these are located at stage left.
3. Turn the five stage light switches on.
4. Pull down three black portable stages from the back of the main stage. The two big stages sit either side of the centre court line marked on the floor. The smaller portable stage slides halfway under the left black stage, acting as a step.
5. Roll out the tray under the right side of the stage.
6. Lay carpet out and set up electric drum frame (drummer will set up drum kit).
7. Unroll left and right XLR/instrument lead bundles from the rack case. Connect the power board inside the rack case to the power board inside the foldback charging box. Connect the power board inside the foldback charging box to a extension lead that runs under the portable stages to plug in under the front of main stage.
8. Set up piano including stand and sustain pedal. Utilise piano's adapter and a power board to power piano.
9. Set up house speakers on their stands (insert steel rod in third hole on stand and use the back hole in the bottom of the speaker). Plug in the blue XLR cable from the rack case into the top left socket. The speaker on stage right is also plugged into the school's subwoofer on the stage (bottom left socket on back of subwoofer). Turn subwoofer on (under the front of stage beneath subwoofer). Collect kettle cords from the speaker bags and utilise power leads and power boards to power speakers.
10. Plug the two foldback transmitters into the XLR cables within the rack case.
11. Set up lectern microphone; it will be located in the rack case. Connect lectern microphone to XLR cable in rack case. Collect the microphone stand that has a small holder from the under-stage tray.

12. Check batteries in cordless microphones by turning on (long press on bottom of mic) and looking at display on wireless receiver in rack case.
13. Set up music stands: two on portable stages for singers and lectern, two for piano, 2 for guitar/bass/flute (check Elvanto for band configuration each week).
14. Leave the two plastic boxes containing foldback receivers, chargers and headphones next to rack case.
15. Set out grey stools if required.
16. Lay the small square of carpet over cables running to the left portable stage.
17. Set up the computer screen on a chair facing the lectern. The ethernet cable goes from the left socket under the front of stage to the HDMI converter box which then plugs into the HDMI slot in the screen. Plug in the adapter to a power board that will supply it and the drums, and use an extension lead that runs under the portable stages to plug in under the front of main stage.
18. Setup one foldback speaker in the 'Play and Listen' and connect to the long XLR lead in the rack case.
19. Using remote, turn on projector.
20. Set out hall chairs in four groups. The chairs and trolleys are stored in the room to the left of the left-hand stage access. There are two rows either side of centre containing 6 chairs per row. Please allow a gap between the four groups of chairs big enough for easy wheelchair access. Proceed to arrange the side groups of chairs on a steep angle that points people towards the projector screen. Start these side banks of chairs with a row of 4 chairs, then 5, then 6 then 7 and continue with 7 to the back. You should aim for 9 rows in each of the middle groups and 7 rows on the sides.
21. Set up the 'Play and Listen' room; this is located through the doors to the right of the stage, up the stairs. Collect fence, toys and vacuum from storage cupboard B; this is located to the right of access to 'Play and Listen' room. Connect fence pieces and form into a rectangle. Vacuum carpet area then place blanket and toys down inside the fence.
22. Place the two WEC flags out, one at the road entrance and one in the garden to the right of the MPC. The flags are located in the kitchen storeroom along with their stands and sandbags (use the chair trolley to carry stands and sandbags). Collect the two A-frame signs, also located in the kitchen storeroom, and place them outside the hall doors.
23. If there is time, offer your assistance to members from other teams once setup is complete. e.g. setup tables for welcoming, morning tea, etc.