

Living Waters Emmaus Community of Alabama Inc
Support Team Schedule

SET-UP COMMITTEE

This committee is responsible for moving the supplies for all committees from storage building and setting up the facilities. It consists of 3-5 people, some of who should have trucks for transporting the supplies, tables, banners, etc.

Responsibilities of this committee:

Participate in the 72-Hour Prayer Vigil.

Check with the Housing & Registration Committee for the location of the Agape Room, Worship Room, and Speakers Prayer Chapel.

Provide trucks and other equipment needed to move heavy boxes and trunks.

BEFORE THE WALK:

Find out location and combination/key for storage building. **Check with board member responsible for Technology on plans to transport Technology tubs to the camp. In order to protect this equipment from the weather it will not be stored in the storage building. The tubs contain equipment needed to setup TV's, computers, and sound equipment in the conference room and chapel and directions on how the equipment is to be set up).**

THURSDAY MORNING:

(Check with Supply Chair for location of equipment and film "In Remembrance")

It is best to arrive around 1:00 PM. This will allow plenty of time for set up.

ALL ROOMS MUST BE SET UP BY 4:00 PM.

Walk through all buildings being used to look for any damage, etc. If any is found, point it out to the Camp operators so Living Waters will not be held accountable. Make sure all the bunkhouses are unlocked. Camp operators will unlock any locked doors. Turn on the AC/Heat in each room.

Transport all items from the storage building and put in the appropriate rooms.

Items for Conference Room:

Round tables, wooden podium with cross cut-out front, small wooden table matching podium, boxes marked "Conference Room Supplies, Songbooks, etc., and large metal easel (red with golden cross).

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Set-up as follows:

Place chairs in the conference room.

Retain enough chairs for all in the conference room (approx 45 – LD will have exact number)

Bring in 4 round tables, podium, fans, etc. and place.

Bring in 3 rectangular 6 ft folding tables (camp provided).

Supplies should be placed in Room # 5.

Check bathrooms for essentials. Make sure trashcans are empty.

Vacuum the floor. Place curtains over windows.

Assist if needed in setup of technology (TV's, computer, sound system, speakers and microphones) as per directions in the Technology tubs.

Items for Speakers Prayer Chapel (Room # 7):

Wooden kneeler

Long wooden lightweight rectangular table

1 6ft folding table (camp provided), Folding chairs (4-6)

Set-up as follows:

Place wooden table with kneeler in front of it.

Bring additional folding chairs (6). Turn on AC/Heat.

Items for Agape Room (Room # 6):

Large mailbox (approximately 7 feet tall consisting of several compartments for sorting pilgrims letters), large plastic bag full of seat cushions, large plastic bags with wicker wastebaskets inside boxes marked Agape, trunks marked Agape.

2 8ft folding tables (camp provided)

Items for Worship Room (Room # 4):

Boxes marked worship, 4 small folding tables, fabric tubes with banners inside, and old suitcases (3 or 4).

2 8ft folding tables (camp provided)

Big Chapel Closet:

Place all red “Candlelight boxes”

Items for Book Room:

Place Agape Book boxes in Book room located downstairs. Do not place these in Agape.

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Items for Kitchen/Food Service:

Large wooden cross (8 feet tall - store in the kitchen for Sponsor's Hour Committee),
and any other kitchen equipment boxes.

Set-up for Break Area:

Several plastic tubs labeled Walk Refreshments.
These tubs need to be taken to the Main Building downstairs (not the dining hall).

Set-up of Dining Hall:

Place one rectangular table for Housing/Registration with 2-3 chairs near bathrooms.
Place 3 rectangular tables for food, ice, soft drinks on opposite side in front of door.
Place large wooden cross in kitchen for Sponsor's Hour Committee.
Chairs should be set up in rows (leave center aisle).
Communion table can be placed to the left side of the room.
Assist if needed in setup of technology (sound system, speakers and microphone) as per directions in the Technology tubs.

Set-Up for the Small Chapel:

Place mood lighting.
The small podium with cross and light should be moved into the back corner (near window) of the chapel. Tape down the cord from the podium to the wall outlet. Check bulb.
Set up the Chapel with the exact number of chairs for the pilgrims and conference room team.
4 rows of chairs for pilgrims and table leaders. Lay Director will have exact numbers per table.
TV stand with TV, dvd,dvd player for viewing “ In Remembrance”.
1 2ftx4ft white folding table (Living Waters) place in Worship Room for now.
Remove all extra chairs and tables.

Set-up of Big Chapel:

Place Altar Table in center of room in front of raised floor area.
Make rows of seating as follows: Get exact numbers from Housing/Reg
4 rows for the pilgrims table on the left facing the altar
2 rows for the Clergy/LD/ALDS on the right facing the altar
Center row down the middle.

Technology Guidelines – Setup Information

All technology equipment will be kept in plastic tubs marked by what area they are to be used in; Conference Room and Fellowship Hall.

NOTE: THESE TUBS ARE NOT HELD IN STORAGE TO PROTECT THE EQUIPMENT FROM HEAT AND COLD. THEY WILL BE KEPT AT THE HOME OF THE BOARD MEMBER RESPONSIBLE FOR TECHNOLOGY.

All audio speakers will be marked for area that they are to be used in. **Note:** do not change where speakers are to go unless for some reason a speaker does not work. They will be checked out prior to being brought to the camp ground/storage building before the Walk.

Each container will have the equipment needed to set that room. During take-down the equipment is to be put back in the container marked for the room it is coming out of.

There will be a set of directions for setup in each box and is to be kept in that box to assure that setup is completed correctly. An inventory list will also be in the box to verify all items are returned to the box during takedown.

Please make note of any equipment that does not work or needs to be replaced due to wear.

Conference Room Setup/Takedown

Sound System

1. Place speakers, one on each side of front of lectern table (square box that candle and Bible goes on).
2. Place amplifier on top shelf of lectern podium.
3. Run power cord to extension cord and plug in.
4. Place microphone in holder.
5. Run cord through hole in top lectern and connect to channel 1 on amplifier.
6. Run speaker cables from amplifier to speakers;
7. Left cable out of left side jack on back of the amplifier, through hole in back of shelves to the bottom shelf and out the left side of lectern and connect to left speaker.

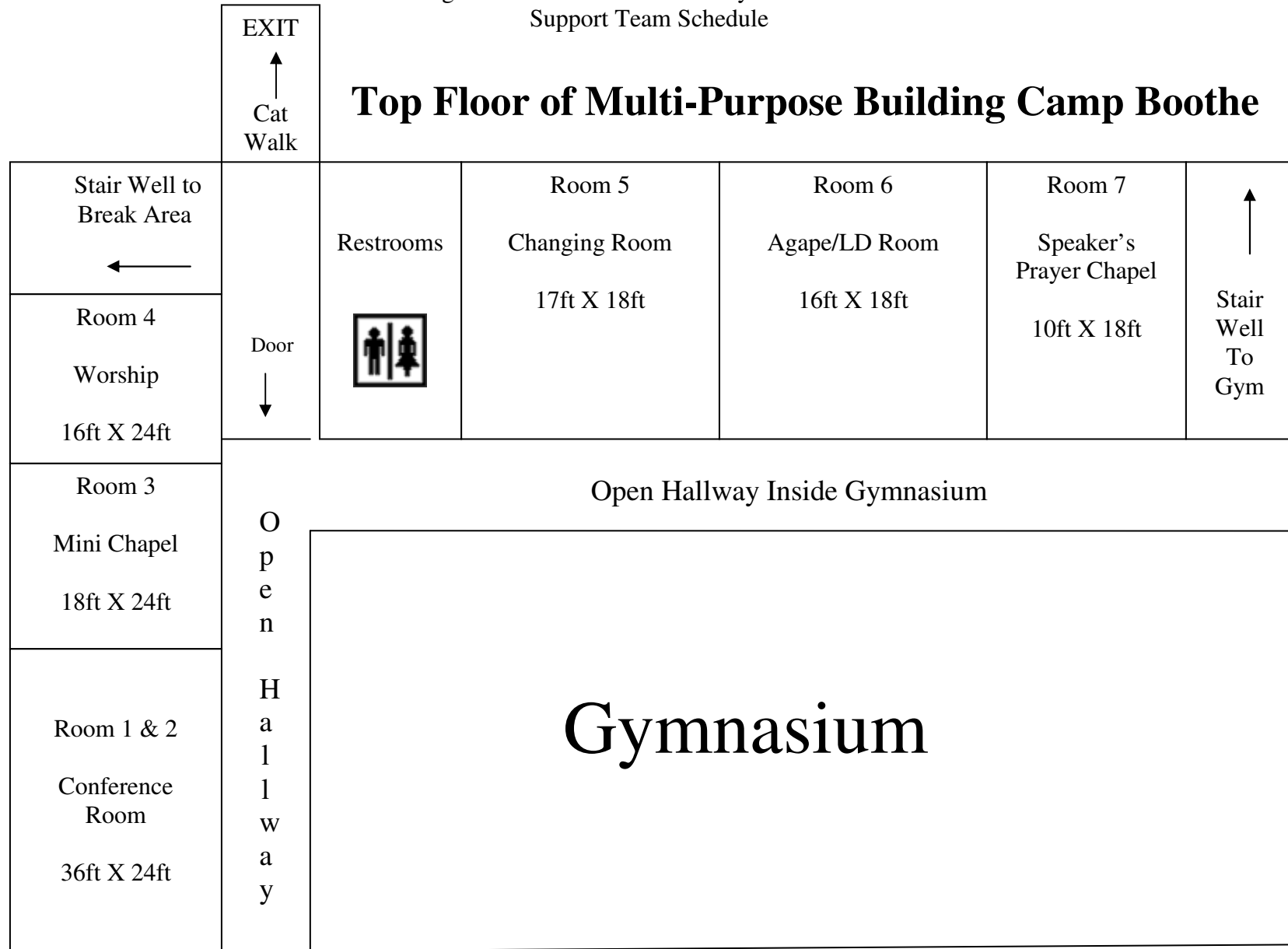
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8. Right cable out of right side jack on back of amplifier, through hole in back of shelves to the bottom shelf and out the right side of lectern and connect to right speaker.
9. After complete plug extension cord to power source and turn amplifier on. Test the system to make sure it is working. Make sure to check and make sure that the volume is turned up to a point that you can hear. The team will set the volume to the desired point.
10. Any problems contact the Outside Board Rep and they will contact the Technology Person.

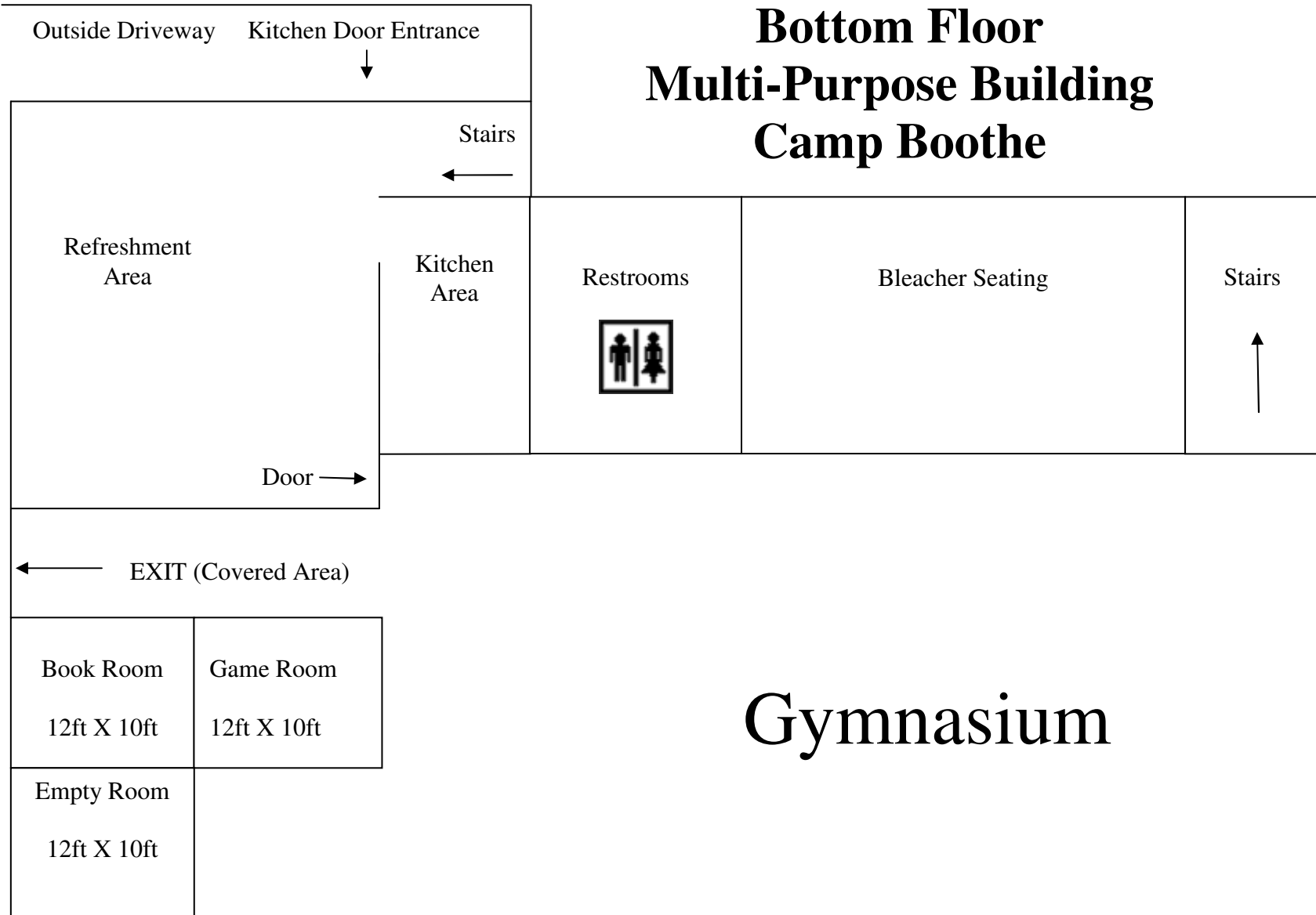
Computer and AV Setup

1. Put first TV in the room to the left of the lectern behind computer desk and connect to power strip.
2. Place computer on desk and plug power cord into power strip then connect to computer.
3. Plug video out cable (very short grey cable with on male plug and a larger end with three inputs) found in laptop bag.
4. Plug short black video cable into video out cable (yellow port) and the other end into the video in on TV (yellow port).
5. Turn on TV, once comes on use remote to select input to video (screen will state no input found).
6. Turn on laptop.
7. Once laptop powers up TV will stop saying no input found.
8. Look on laptop and you will find a folder that states the Walk number. Double click the folder and pick a file and double click it. Once PowerPoint opens press F5 and the program should show on the TV. Press esc, left side of keyboard on laptop. Click file and close.
9. This completes the setup for the conference room for the setup committee.

Top Floor of Multi-Purpose Building Camp Boothe



Bottom Floor Multi-Purpose Building Camp Boothe



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