

Take-Down Committee

This committee is responsible for taking down and transporting the supplies to the storage area.
It consists of 3-5 people.

Check with Supply Committee to determine which supplies should be prepared for them to carry home.

If you can arrive early on Sunday, (lunchtime) you can possibly begin loading some items from the Agape and Worship rooms and taking them back to storage. This is only if those committees have begun their packing up. (Caterpillars must not see you loading boxes)

Speakers Prayer Chapel is still being used until 2:30 pm so you may not be able to load and move the furniture to storage until after 3:00 pm.

Conference Room cannot be dealt with until after Closing.

After most everyone has completed socializing in the dining hall following lunch, you can begin assisting Worship in taking down banners, moving furniture, loading, etc.

Please store all items in the storage unit.

RESPONSIBILITIES OF THIS COMMITTEE:

1. Participate in the 72-Hour Prayer Vigil.
2. Check with the Housing & Registration Committee for the location of the Agape Room, Supply Room, Worship Room and Speakers Prayer Chapel.
3. Provide trucks and other equipment needed to move large tables, large cross, boxes and trunks, etc.; may want to use our trailer to save time and space,
4. Move all supplies from Camp Boothe to the storage unit indicated above, using the trailer or trucks as needed.

Assist if needed in the placement of technology equipment into the Technology tubs (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) per the directions found in the tubs. These tubs do not go to storage in order to protect the equipment from the weather. These tubs should go to the board member responsible for technology if he/she is in attendance on Sunday afternoon or in their absence should be given to the Outside Board Rep who will in turn make arrangements to have them delivered to the board member responsible for technology.

TAKE DOWN THE CONFERENCE ROOM. (ROOM # 1-2)

Items returned to storage:

Wooden podium with cross cut-out front

Small wooden table matching podium

Two long boards with wing nuts and three shorter boards used for posters

Boxes marked "Conference Room Supplies, songbooks, etc.

Large metal easel.

The fans go to storage.

Water coolers go to storage.

Round tables go to storage.

TAKE DOWN SPEAKERS PRAYER CHAPEL (ROOM # 7)

Items returned to storage:

Wooden kneeler

Altar table behind kneeler.

TAKE DOWN THE SMALL CHAPEL. (ROOM # 3)

Items returned to storage:

Mood lighting, extension cords, all this goes into a red box with other cords.

Curtains from windows.

Small 2ft by 4ft white table.

Banners

Clergy podium

Leave all musical stands.

TAKE DOWN THE BIG CHAPEL.

Items returned to storage:

Communion Table and Large Wooden Chrysalis Cross

Mood lighting

Banners

Speakers/Microphone (make sure they belong to Living Waters)

Candlelight supplies in closet

TAKE DOWN THE DINING HALL (Following Closing)

Rectangular tables (fold) and chairs should be moved to the wall.
Camp's Podium remains in dining hall.
Communion supply box goes to storage building.

TAKE-DOWN OF AGAPE (ROOM # 6)

Items returned to storage:

Large mailbox, large plastic boxes full of seat cushions, boxes with wicker wastebaskets inside, boxes marked Agape and supplies, trunks marked Agape, and boxes marked artwork. **Candy and /or Candy box is not taken to storage.** Please bring all candy from conference room and place it in main Candy Box. Agape will hand off the Candy Box to someone following the walk.

TAKE-DOWN OF WORSHIP ROOM (ROOM # 4)

Items returned to storage:

Numerous boxes marked worship or candlelight, fabric rolls with banners inside, and old empty suitcases (3-4). Please handle with care.

TAKEDOWN OF BREAK AREA (Downstairs)

Items returned to storage:

Numerous plastic tubs
Paper products

TAKEDOWN OF KITCHEN/FOOD SERVICE

Items returned to storage:

Numerous plastic tubs
Some canned food may go to storage.

TAKEDOWN OF HEADQUARTERS/COMMAND CENTER

This is the building where the LD/ALDS stay.
There may be a printer or other equipment there.
This is given to Technology.

TAKEDOWN OF BOOK ROOM (DOWNSTAIRS)

Downstairs room near Break Area. Agape books and supplies go to storage.

TECHNOLOGY TAKEDOWN INFORMATION

All technology equipment will be kept in plastic tubs marked by what area they are to be used in; Conference Room. Tubs are kept in hallway corner outside conference room.

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.

During take-down please return the equipment is to be put back in the container marked for the room it is came out of. There is an inventory list in the tub 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 ware.

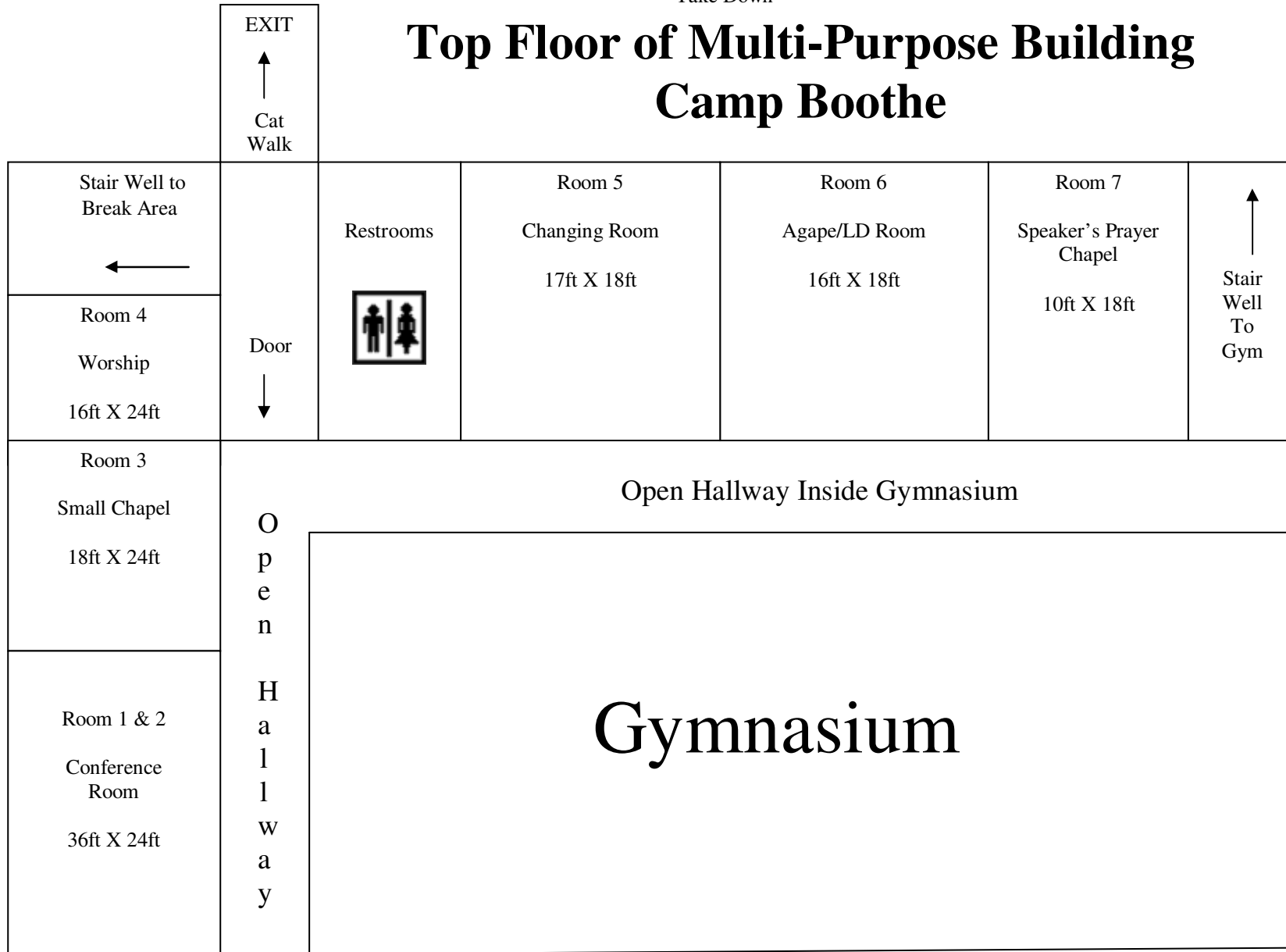
Computer and AV Takedown

1. Unplug each component.
2. Roll up cords for storage.
3. Place amplifier into storage tub.
4. Place cables, cords and microphone into tub.
5. Place laptop and video out cable in laptop bag.
6. Place bag into tub.
7. Place DVD player and video into tub.
8. Close tub.
9. Take tub and TV to loading area, **but do not put on trailer. This equipment does not go to storage. It should be given to the board member responsible for technology if he/she is in attendance on Sunday afternoon. Otherwise the TV and tubs are to be given to the Outside Board Member for the walk who will in turn make arrangements to deliver it to the board member responsible for technology.**

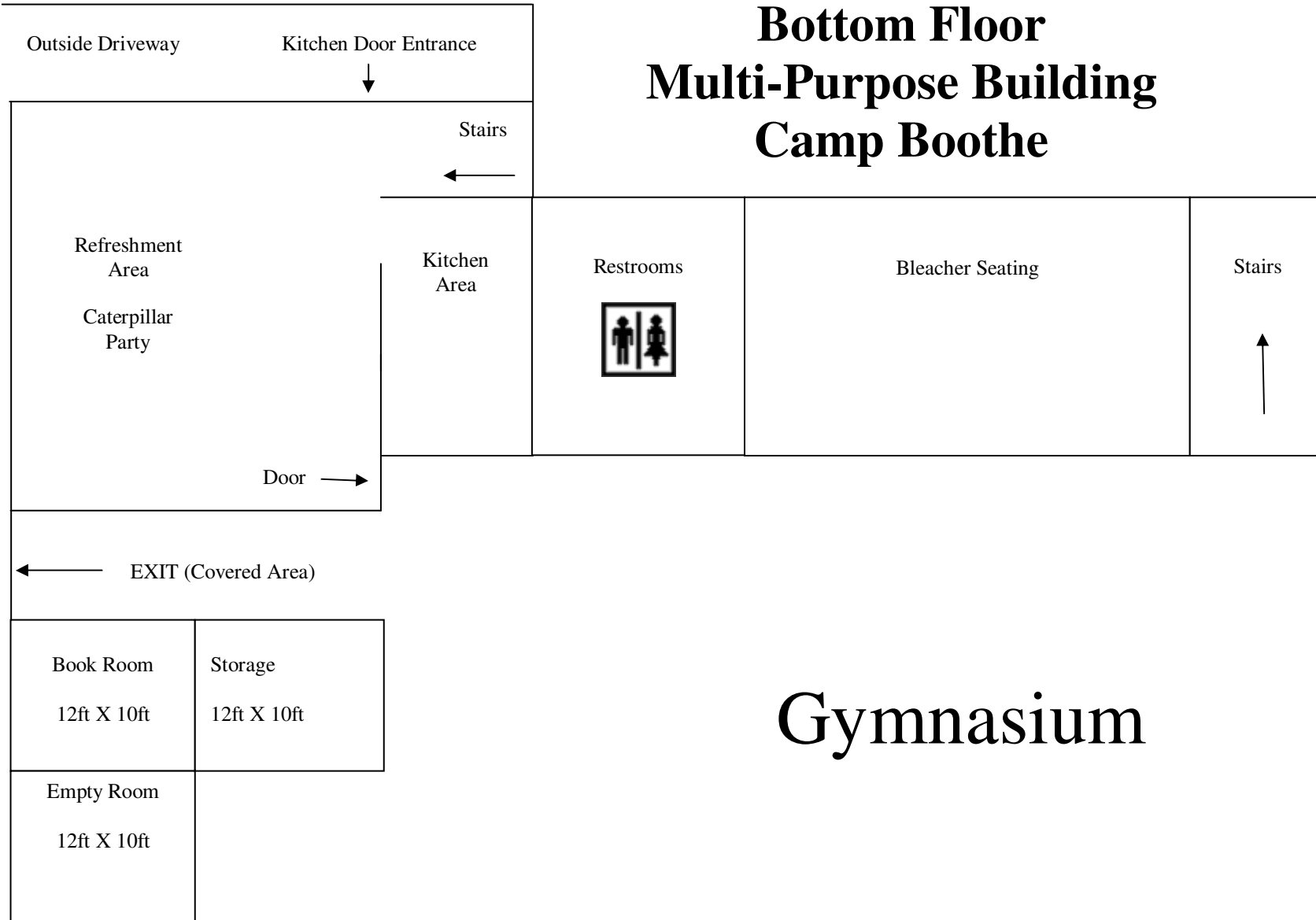
After you are reasonably certain everything is back in its original place, make one last check of all the rooms to look for clothing left behind, make sure all name tags are removed, turn off all AC/heat, lights, etc.

Fly With Christ !!

Top Floor of Multi-Purpose Building Camp Boothe



Bottom Floor Multi-Purpose Building Camp Boothe



Living Waters Chrysalis Community
Take Down

