

Set Up Team Checklist

Schedule:

- Pick up donuts at Shipley's on 1800 W Waco Drive, Waco, TX 76708
 - 1 hour and 45 minutes before the 1st service time.
- Arrive:
 - 1.5 hours before 1st service time.
- Make coffee:
 - 15 minutes/1.5 hours before the 1st service time.
- Turn on outside speakers from the Dream Team Hub... Just say, "Alexa, play top christian ON LOOP"
 - 1 minuets/1.5 hours before the 1st service time.
- Set out A-frame signs:
 - 15 minutes/1 hours before the 1st service time.
- Set up New Here, Start Here tent:
 - 10 minuets/1 hours before the 1st service time
- Set up table and table clothe (with Glory Bell logo)
 - 5 minutes/45 minutes before the 1st service time
- Set out merchandise rack... 3 minutes
 - 5 minutes/45 minutes before the 1st service time
- Tear down all items except for tent, table, & merch
 - 15 minutes/after worship has ended
- Tear down all items
 - 10 minuets/20 minutes after service ends



GLORY BELL CHURCH

Step By Step

Coffee

Is Hosts responsibility but if someone from the host team does not show up early we start coffee for them

Music

Only turn the volume up and tell Alexa to play "Tauren Wells" (example)

Shipley's

One dozen of mix donuts, one dozen glaze donuts, & one dozen kolaches stay by the hub
Remainder of Shipley's order goes to the back in the Pastors office

Parking lot signs (3)

Dream Team parking sign

Farmer's market parking signs one on each entrance closest to Glory Bell area

Sidewalk signs (7)

Arrow sign goes on the corner of 6th & Columbus

Welcome sign goes in front of the doors in the middle on the red sidewalk

So Glad sign goes on the corner of 6th & the alleyway

Any sign goes on the middle of the side walk crossing the alleyway

Any sign goes on the corner of 6th and Washington

Handicap sign goes in the middle of the parking spots closest to corner of 6th & Columbus St.

Expecting mothers & small children sign goes in the middle of parking spots near 6th & the alleyway

Flags (3)

One flag goes on the corner of 6th & Columbus

One flag goes on the corner of 6th & the alleyway

One flag goes with one of the signs at the Farmer's Market

Tent (1)

Tent is aligned to the edge of the door with the two front legs on the red sidewalk
(about two bricks from the edge)

Tent Table (1)

Tent table is to the side leaving room for the merch table. If raining table is centered.

Black table cloth can be found inside in one of the cabinets under the TV in the lobby

White basket with connect cards and two baskets with new guest gifts go on the table

Merch Display (1)

Merch display goes on the right side of the table. If raining merch stays inside.



GLORY BELL CHURCH

Step By Step

White Cones (6)

White cones go on the backside of the tent lined up to separate the street and the tent

Orange Cones (5)

Orange cones go to the right side of the tent in the parking spot in front of the doors to keep us safe from other cars

Umbrellas (1) only for rainy days

If it is raining take the umbrella holder from the hub and place inside by the doors

