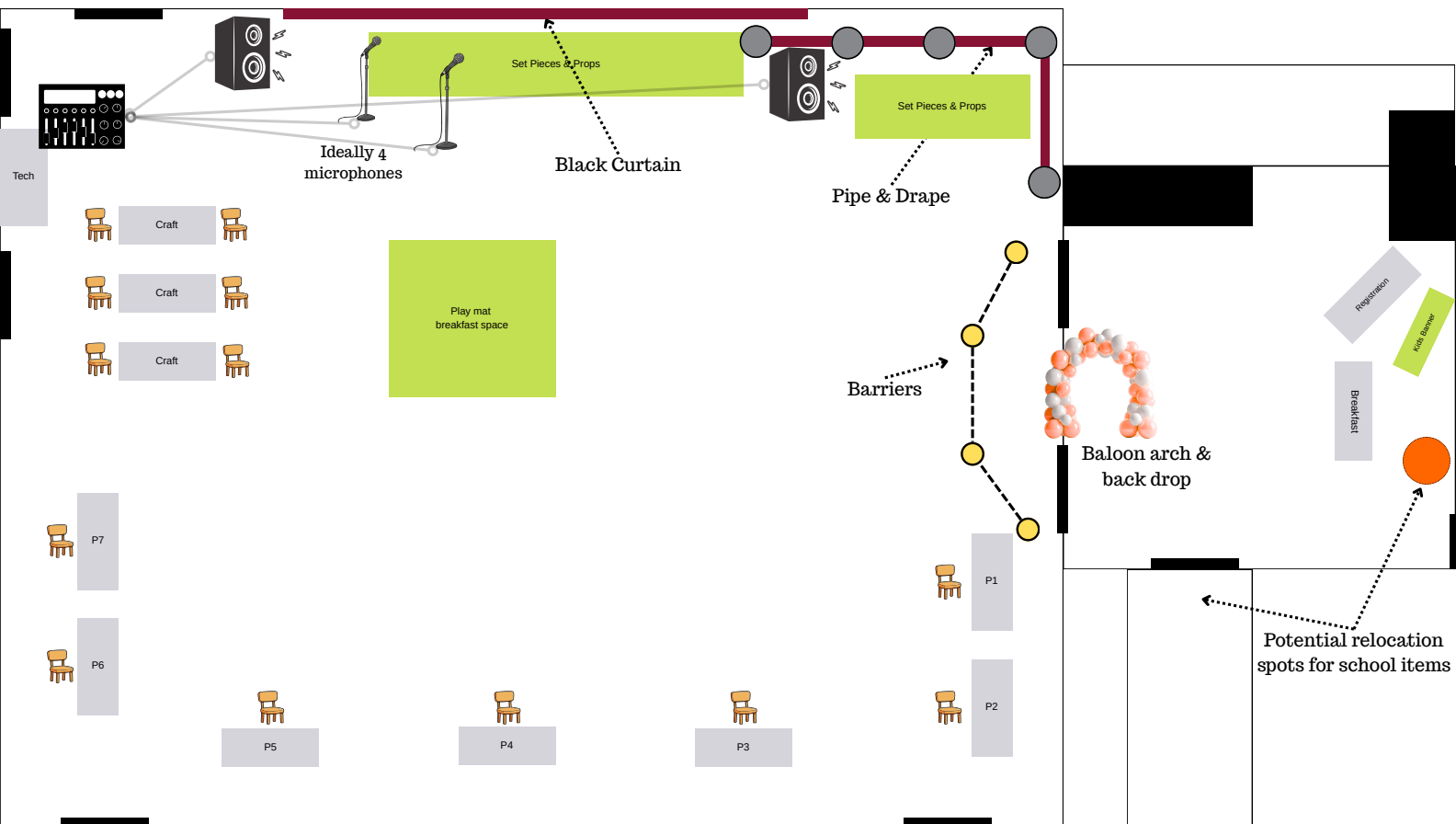




Room set up



Tech Check List [point person Niall - before lunch]

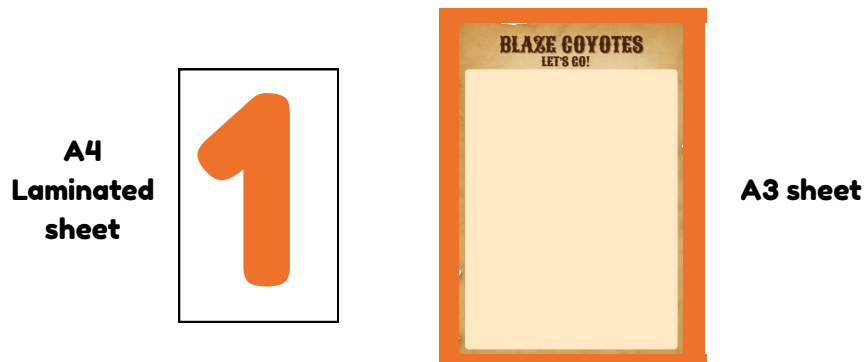
- Check with Niall if we can use the school projector
- Celebrate if we can 🎉
 - If we can't we'll need the church spare in the middle of the floor with chairs around.
- Set up portable sound system
- 2 microphones, if we can have 4 then use 4
- Ensure that the laptop is hooked up to Auto and Visual.

Room Check List

- Stack chairs
- Pick up rubbish
- Sweep the floor
- Set out the play mats on the floor
- Set up tables around the room with chairs
- Cover tables with the straw table covers 🌾. They look like this 👉



- Check the number of kids per group as larger groups may need two tables
- Lay out the group names for each group (A3) on the tables along with the coloured numbers (A4 laminated sheet) . Here's an example of what they look like. 👉



Props Check List [point person Tracy]

- Speak with **Tracy** and help her set up all the set and props

Registration Check List [point person Kirsty]

- Ensure Kids banner is up behind the registration table
- Set up the registration table with the two printers
- Get a run through from **Kirsty** on how the system works
- Look out the coloured wrist bands for the kids. There's a laminated sheet with the colours that correspond to the years that looks like this 👉

HAVE YOU GOT YOUR WRIST BAND?



Breakfast [point person Jenna]

- Set up the table for breakfast
 - Cups for water
 - Jugs from the hospitality trolley
 - Spoons
 - Fruit
 - Breakfast bars
 - Leave room for milk and yogurt - that will be brought from the fridge each morning

Decorations/Foyer Check List [point person Charlotte]

NOTE: Please take care with any school items - these should be stored in the hallway or the corridor just off the foyer where the school clothing is wheeled to on a Sunday.

- Set up back drop between the doors.



Cafe Check List [point person Jenna]

- Sweep the floor
- Set up the room as a welcoming space for parents/carers for the week.
- Set up the large table with drink & snack items:
 - tea
 - coffee machine
 - hot chocolate
 - stirrers
 - sugar
 - milk jug
 - napkins
 - tray for treats (choose a nice one from the hospitality tray)
 - 1x hot water dispenser from the hospitality trolley.
- bin for used items.

Crafts Check List [point person Jenna]

- Cut out items for P1-3
 - Hats
 - Horses
 - Badges

- fabric
- foam squares
- pipe cleaners
- pony beads
- Felt pens
- Thursday Craft - Badges & wooden shapes
 - badge kits
 - card inserts (cut out for younger kids)
 - colouring pens
 - stickers
 - wooden shapes
 - paint pens
- Friday Craft - Horse
 - Horse pieces (cut out for younger kids)
 - pens
 - glue
 - sellotape
 - wool
 - pipe cleaners
 - googly eyes
 - large lollipop sticks