

Subject: DreamTeam Celebration Operational Plan
Date: Wednesday, April 26, 2023 at 12:44:27 Eastern Daylight Time
From: Jason Jones
To: Phil Wells
CC: Marna Ward, Jason Jones
Attachments: April 28, 2023.pdf, DreamTeam Celebration 2023.jpeg, Weather.png, HUB cleaning list.pdf

Phil – Here is what I would typically type up for an event.

Thank you for agreeing to be a Team Leader for this event. DreamTeam Celebration is going to be a bit of a moving target as it is a bit too cold to have things outside.

I appreciate the time you take to read this email, you along with the details in this email are critical for our success this Friday. THANK YOU!

Important! Please take a look at your team on the attached plan and communicate with them no later than 5p on Thursday April 27th. I know this is late notice, I appreciate the time you take to send them a quick...

- Hello
- Welcome to the Team
- Here are the Times to be aware of
- Here is what to wear
- Here is what we will do
- See you Friday!

Note, your team is in Planning Center as well in case you want to email them through PCO.

Attached:

- Order of Service
- Map of Building
- Weather
- Cleaning List

Note, one change with the building map, the activities will likely be moved inside.

Registration:

<https://cedarcreek.tv/dreamteamevent/>

- Anyone planning on attending (not serving) should plan on registering.
- Currently at 527 People

Serving:

<https://services.planningcenteronline.com/schedule>

- Anyone planning on serving (not attending) should plan on signing up.
- Currently at 83

Team Leaders:

- Marna Ward: Ministry Director
- Jason Jones: Operations Director
- Jacob Mariano: Activities Team
- _____: Brew Crew
- Liz Rhoades: Checkin Team

- Spencer Osborne: Door Holder Team
- Michaela Bauer: Food Prep Team
- Sarah Bucher: Greeter/Ushers
- Marna Ward: Lobby Host
- Brandon Bliss: Music/Programming Team
- Matt Gorey: Production
- Abi Borojevich: Guest Services Team
- Bryan Bockert: Safety Team
- Jim Casey: Sparkle Team
- Casey Wagner: Parking Lot Team
- Jyl Dushane: SWAG Team

Order of Service:

<https://services.planningcenteronline.com/plans/64104698>

Evening Timing:

- 4:30p – Huddle
- 5:00p – Break into Teams
- 5:30p – Food Arrives for Staff (Pizza)
- 6:00p – Glass Doors open
- 6:50p – Auditorium Doors open
- 7:00p – Auditorium Event Begins
- 8:30p – Desserts Available Event Begins
- 9:30p – Start Cleaning Up

Ops Plan:

- Outside (Entry)
 - Welcome guests in the parking lot
 - 2 upright welcome truss
 - Music from iPod on Speakers
- Inside (Before Event)
 - Spiritual Journey banners on pull up banners (south atrium)
 - Checkin Stations (barcode checkin)
 - Checkin Central for any non-registered guests
 - Lobby Hosts mingling
 - Coffee Available
 - North Atrium Only
 - Cups of Water Available
 - New Family Counter
- Auditorium
 - Greeter's welcome guests
 - Hype Team help guests find seats
 - Keep energy HIGH
 - Sitting BY CAMPUS
- Inside (After Event)
 - Checkin *gone*
 - Checkin Central *gone*
 - SWAG Table UP
 - North Atrium
 - Candle Table UP
 - North Atrium Hallway

- Coffee *gone*
- Cups of Water Available
 - New Family Counter
- Beverage Table (2 8' Tables)
 - Sparkling Grape Juice
 - Sparkling Juice Fountain
- Salty Snack Table
 - Lays Chips
 - Fritos
 - Peanuts
- Dessert Table (2 rounds)
 - Cheesecake slices out

Below you will see instructions by team. Please let me know if anything is confusing or needs clarification.

ALL TEAMS:

- Please communicate with your teams no later than **5p on Thursday**. Your teams will only receive communication on timing of the event from the central team through Planning Center. All other information should come from you.
- All Staff should wear their grey YouMatter Shirt
 - Dress for the weather (see attached)
 - High 58
 - Low 47
- I purchased a few cotton gloves for any team member that need them
- I purchased a few handwarmers for any team member that need them

Parking Lot Team

- **Team Leader: Casey Wagner**
- From 5p-6p please setup your Golf Carts as needed
- From 6p-7p please work the parking lot.
 - We will keep the South Atrium Closed
 - Welcome Guests
- After 9:30p please clean the golf carts

Checkin Central:

- **Team Leader: Liz Rhoades**
- Please monitor our 567 text in number throughout the day.
- If a guest comes to Checkin Central, it is because they are not on a DreamTeam, a Member of the Church or in our Groups leadership structure.
 - You can look a person up in rock under their profile to verify.
- From 5p-6p Setup Checkin Central
 - I will provide you 2 Checkin iPads and 1 Printer to check people in if needed.
- From 6-7p please connect with guests having trouble checking in
- From 7p-7:30p please clean up checkin central and return equipment to Jason's Desk.
- From 7:30p-8:30p please clean the North Atrium.

Checkin Team:

- **Team Leader: Liz Rhoades**
- Guests will be using a QR Code to Checkin.
 - This link will be sent to their phone in the form of a text
 - Guests will also be able to checkin using our touch checkin

- We would like each guest to wear a nametag, so be sure those print for each guest.
- Only guests who are on our DreamTeam will be able to checkin.
 - If they are not able to checkin, please send them to Checkin Central.
 - Do not hold up the line for this.
- From 5p-6p Setup Checkin
 - Theme: Creek Adventure
 - Device: Set Uniquely
 - Configuration: Restricted Checkin
 - Group/Area: Restricted (only this selected)
- From 6p-7p Check guests in
- From 7:30p-8p Clean up Checkin stations
 - 01-02: Students
 - 03-04: First Impressions
 - 05-06: Next Steps
 - 07-12: Kids
- From 7:30p-8:30p please clean the North Atrium.

Door Holders

- **Team Leader: Spencer Osborne**
- From 5p-6p please setup the entrance
 - 2 Red Carpets leading into the doors
 - Red Stanchion Ropes on either side of the Carpets
 - 1 Display board from rental company
- From 6p-7p please work the North Atrium Doors.
 - We will keep the South Atrium Closed
 - There are 2 sets of doors in the North Atrium
 - Inside doors – Prop Open
 - Outside doors – open for our guests.
- From 7p-8p please clean up the red carpets and stanchions
- After 9:30p please clean the North Atrium Bathrooms

Greeter/Usher

- **Team Leader: Sarah Bucher**
- From 6p-7p Please welcome each guest into the auditorium
 - I have pop signs for you.
- From 8:30p-9:30p Please work with the Food Prep Team (led by Michaela Bauer) to serve guests food through the buffet line.
- After 9:30p please work to clean the South Atrium Bathrooms

Hype Team

- **Team Leader: David Hammack**
- From 6:50p-7p Please welcome each guest into the auditorium
 - Sitting by Campus
 - I have pop signs for you.
 - Keep the energy high
- From 5p-6p please serve as the Brew Crew
- From 8:30p-9:30p please serve as the Brew Crew
- After 9:30p please work to cleanup/tear down the South Atrium

Brew Crew

- **Team Leader: _____** (Help from Hype Team)

- From 5p-6p Please set up and manage in building beverages
 - Coffee – Brewed in North Atrium
 - Water – in dispensers in the South Atrium
 - I have assorted cups
- From 6p-7p & 8:30p-9:30p
 - Please utilize 2 team members to setup Grape Juice Stocked.
 - Please utilize 2 team members to monitor water dispensers
- After 9:30p please work to cleanup/tear down the drinks

Sparkle Team

- **Team Leader: Jim Casey**
 - Please use your team to keep the building/property clean throughout the evening.
 - Please have your team confirm all areas are clean/ready for the weekend services.

SWAG Handout

- **Team Leader: Jyl Dushane**
- Each person is going to get 1 gift bag to hand out at the north atrium.
 - (pre-bundled for you)
- From 5p-6p please get tables & gift bags ready.
- After 9:30p please clean the Main Hallway

Food Prep Team

- **Team Leader: Michaela Bauer**
- From 5p-6p please set up tables & table cloths in the South Atrium
- From 6p-7p please start pouring sparkling grape juice into cups
- From 7p-8p please set out slices of cheese cake
- From 8:30p-9:30p please monitor tables and refill as needed
- After 9:30p or after food is gone, please tear down all food tables.
- Left over food can be put in the South Atrium kitchen for weekend DreamTeam.

Activities Team

- **Team Leader: Jacob Mariano**
- From 5p-6p Setup Activities in the North Atrium Parking Lot.
 - 4/5 Corn Hole Boards
 - Football Throw
 - Volleyball
 - Golf
 - etc
- I also have 2 flags for you to set up near activities.
- From 6p-7p Welcome guests from outside the North Atrium
- After 7p tear down all remaining activities
- After 9:30p please empty all Trash Cans

Jason Jones
Executive Project Manager
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Need to schedule a meeting? Click [HERE](#).

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