

Good Afternoon/Evening/Morning Team! Thank you for agreeing to be a Team Leader for this event. I am sorry that this email is coming to you so delayed, I know many of you have been asking for what you are responsible for. Men's Event has been a bit of a moving target and we have shifted things a few times. I believe we have a pretty solid play at this point! Here are my notes as best I have them.

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 list and communicate with them no later than 5p on Tuesday October 18<sup>th</sup>. 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 will be in Planning Center as well by 9am tomorrow (Tuesday) in case you want to email them through PCO. I would say... Rock, PCO and Outlook are all viable options to communicate with your team at this point.

**Attached:**

- Order of Service
- All Teams & Registrants
- Map of Building
- Weather

Note, one change with the building map, the in room event will happen in the Auditorium NOT the South Atrium.

**Registration:**

<https://my.cedarcreek.tv/page/413?RegistrationInstanceId=143>

- Anyone planning on attending (not serving) should plan on registering and paying. (including staff).
- Currently at 265 People
- Current Price Point \$35

**Serving:**

<https://my.cedarcreek.tv/page/413?RegistrationInstanceId=153>

- Anyone planning on serving (not attending) should plan on registering. (including staff)
- Currently at 80

**Team Leaders:**

- Marna Ward: Ministry Director
- Jason Jones: Operations Director
- Jacob Mariano: Activities Team
- Ben Bockert: Brew Crew
- Liz Rhoades: Checkin Team
- Mike Fink: Door Holder Team
- Daniel Rose: Fire Pit Team

- Phil Wells: Food Prep Team
- Ezra Miller: Greeter/Ushers
- Marna Ward: Lobby Host
- Brandon Bliss: Music/Programming Team
- J.D. Youngblood: Outdoor Music (not band)
- Matt Gorey: Production
- Cody Scroggins: Resource Team
- Bryan Bockert: Safety Team
- Jim Casey: Sparkle Team
- Brian Dickman: Speaker Host
- Brian Dario: Stage Host
- Noah Hagedorn: SWAG Team

#### Order of Service:

<https://services.planningcenteronline.com/plans/60946546>

#### Evening Timing:

- 3:00p – Huddle
- 3:30p – Break into Teams
- 4:30p – Glass Doors open
- 5:20p – Auditorium Doors open
- 5:30p – Indoor Event Begins
- 7:00p – Outdoor Event Begins
- 9:30p – Start Cleaning Up

#### Ops Plan:

- Outside (Entry)
  - Welcome guests in the parking lot
  - Guests walk under an outdoor mesh / mens event banner
  - 2 upright welcome truss
  - Music from iPod on Speakers
- Inside (Before Event)
  - Spiritual Journey banners hung from ceiling
  - Checkin Stations (barcode checkin)
  - Checkin Central for any non-registered guests
  - T-Shirt Tables in main hallway
  - Lobby Hosts mingling
  - Coffee Available
  - Cups of Water Available
- Auditorium
  - Greeter's welcome guests
  - Ushers help guests find seats
  - Text Keyword [question] to 419-419-0707 for live q/a
- Inside (After Event)
  - Checkin *gone*
  - Checkin Central *gone*
  - Book Signing/Resource Table up
- Outside (After Event)
  - 3 Fire/Space Heaters on Concrete Slab (south atrium)
  - Assorted Tiki Torches On Islands
  - Outside of the building lit up (in house lights)
  - Pig Roast near Pond

- Tent Over Pig Roast Area
- 2 Buffet Lines (double sided)
  - Pig Roast
  - Mac & Cheese
  - Tossed Salad
- 10 High Top Tables available
- Tapped 419
  - Nitro Coffee
  - Root Beer
  - Assorted Pop
- 2 Beverage Tables
  - Bottled Water
  - Left over beverages from other events
- Activities
  - LED Screen
  - 5 Corn Hole Boards
  - Other Games Available (golf, football, volleyball, chairs)
  - 4 Fire Pits Set up
- Live Music (blues)
  - 7p-8p

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 Tuesday**. 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.
- I will provide some Event Staff Shirts; First Come, First Serve. If a team member already has one from serving at Women's Event or Marriage Event... Ask them to wear that.
  - Dress for the weather (see attached)
  - High 63
  - Low 34
- 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
- All team members will get food through the Pig Roast line

#### 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 registered for the event.
  - You can look a person up in rock under registrations to verify.
- There are 2 guests that I am aware of who will be paying day of, their names are in Rock.
- From 330p-430p Setup Checkin Central
  - I will provide you 2 Checkin iPads and 1 Printer to check people in if needed.
  - We can use 2 Chromebooks to look up registrations if that is helpful.
- From 430p-530p please connect with guests having trouble checking in
- From 530p-6p please clean up checkin central and return equipment to Jason's Desk.
- From 6:00p-8:00p please clean the North Atrium.
  - I will have a list for you

## 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.
  - Each guest will receive 2 tags
    - Name Tag
    - Food Voucher
- Only guests who registered to be with us 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 330p-430p Setup Checkin
  - Theme: Creek Adventure
  - Device: Set Uniquely
  - Configuration: Restricted Checkin
  - Group/Area: Restricted (only this selected)
- From 430p-530p Check guests in
- From 530p-6p Clean up Checkin stations
  - 01-02: Students
  - 03-04: First Impressions
  - 05-06: Next Steps
  - 07-12: Kids
- From 6:00p to 6:30p Please work with Jason to set up HighTop Tables in the parking lot
- From 6:30p to 8:30p I would like your team to collect food and drink vouchers outside the Food line.
  - Each guest will be given 1 food voucher when they check in.
  - Collect food vouchers outside the Food line

## Door Holders

- **Team Leader: Mike Fink**
- From 330p-430p please help the swag team set up
- From 430p-6p 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.

## Fire Pit Team

- **Team Leader: Daniel Rose**
- From 330p-430p Get your firepits ready (4 of them on site)
  - Wood from backstage
  - I have 1 bottle of Lighter Fluid on site
  - I have a pack working gloves
  - I have 6 fire starter logs.
  - I have 2 lighters
- From 430p-5:30p Please set up Tiki Torches & Propane Heaters
- At 6:45p – Please light everything up.
  - Tiki Torches
  - Fire Pits
  - Propane Heaters

- From then on, please monitor fires
- At the end of the evening, please work on putting out any fires/hot embers.
  - Please return 4 firepits to the Admin Entrance
  - Discard any unused firewood

#### Greeter/Usher

- **Team Leader: Ezra Miller**
- From 4:30p-5:30p Please welcome each guest into the auditorium
  - I have pop signs for you.
- From 6:30p-9p Please work with the Food Prep Team (led by Phil Wells) to serve guests food through the buffet line.
- After 9p please work to cleanup/tear down the food area.

#### Brew Crew

- **Team Leader: Ben Bockert**
- From 3:30p-5:30p Please set up and manage in building beverages
  - Coffee – Brewed in North Atrium
  - Water – in dispensers
  - I have assorted cups
- Please direct Tapped 419 where to park when they arrive.
- From 5:30p-6:30p Please utilize 2 team members to setup Water/Pop Stocked in our chill tables.
  - Bags of Ice are kept in the South Atrium Freezer
  - We have ordered 600 Bottles of Water
  - I have 2 flags to put outside near the beverages.
  - Once we run out... we run out
  - From 6:30p-9:30p watch the water bottles & Ice to refill as needed.
  - At 9:00p please take any remaining water/pop to the admin entrance.
  - Please put the chill tables backstage (inside by the overhead door)
- From 6p-9p Please utilize 2 team members to check in with Tapped 419
  - Ask if they need anything
  - Keep their cups stocked
- From 7p-9p Please stagger your team to clean up beverages

#### Outdoor Production

- **Team Leader: J.D. Youngblood**
- From 3:30p-4:30p Lets have this set up the audio unit by the north entrance.
- From 5:30p-6p Take down the audio unit and return backstage
- From 6p-7p Take the 2 Welcome Towers down and return them backstage
- From 9p-9:30p Pickup any Parking Cones and return them backstage

#### 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 ore clean/ready for the weekend services.
- Building should remain open for restrooms

#### SWAG Handout

- **Team Leader: Noah Hagedorn**
- Each person is going to get 1 shirt size to hand out in the hallway..

- (pre-bundled for you)
- I will have supplies ready to go in the Hallway.
- From 3:30p-4:30p please set up tables and get shirts ready to pass out
- From 4:30p-5:30p please clean the Main Hallway
  - Jim will have a checklist for you.

#### Travis Rosen Host

- **Team Leader: Bryan Dickman**
- Hotel: Hampton Inn & Suites Toledo/Perrysburg
  - Confirmation: 53695545
    - Early Checkin
- For his hotel room I have:
  - Taste of Toledo basket
  - YouMatter Shirt
  - Card from Ben
- For the green room I have snacks
  - Green Room should be cleaned before Saturday
- I have a check for his travel expenses
- Times to be aware of:
  - 3:00p – Arrive to CedarCreek
  - 3:30p – Run Through
  - 4:30p – Building Doors Open
  - 5:20p – Auditorium Doors Open
  - 5:30p – Event Begins
  - 5:39p – Travis on Stage

#### LED Wall Production

- **Team Leader: Matt Gorey**
- Arrive between 6:00p-6:30p
  - Please help the Video Company park when they arrive.
- Goal is to play BCSC live before 7:00p
- Video Options:
  - Option 1: Satellite Feed live from truck
  - Option 2: iMac in Room 118, Hardwired, BCSN, SDI
  - Option 3: HD Antenna on truck (anything sports)
  - Option 4: Laptop on Truck, Hotspot, HMDI

#### Band/Outside Production

- **Team Leader: Matt Gorey**
- Small 12'x12' Stage outside Room 118 on the sidewalk
- Band to use amps for amplification
- Use Student Gear for Microphones
- No In Ears
- No Click/Loops
- From 12p-3p Setup outdoor stage.
- From 7:00p-8:00p band performs live
- From 8:00p-9:00p tear down stage
  - Leave Music playing on iPod
- After 9:30p tear down & return audio unit

#### Resource Table

- **Team Leader: Cody Scroggins**

- From 3:30p-4:30p help Travis Rosen set up any merch he may have brought.
- From 4:30p-5:30p sell any merch Travis Rosen has brought
- From 6:30p-7:30p sell any merch Travis Rosen brought with him.
- After 7:30p tear down and clean up merch area.

### Food Prep Team

- **Team Leader: Phil Wells**
- From 3:30p-4:30p help TJs Barbeque with anything they need.
- I have 2 flags for you to set up near the buffet lines
- From 4:30p-5:30p set up tables for buffet line
- From 6:30p-7:30p help guest go through the buffet line.
  - Checkin Team will collect vouchers
  - If we determine (with TJs) that we should serve guests, please ask the Greeter/Usher team to help (led by Ezra Miller)
- After 9:00p 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 3:30p-4:30p Setup Activities in the South Atrium Parking Lot.
  - 4/5 Corn Hole Boards
  - Football Throw
  - Volleyball
  - Golf
  - Chairs
- I also have 2 flags for you to set up near activities.
- From 4:30p-5:30p Welcome guests from outside the North Atrium
- From 6:30p-9:30p engage with guests near the activities areas
- After 9:30p tear down all remaining activities

# 10-Day Forecast

TUE

Oct 18

 45/36

 60%

 18 MPH WNW



WED

Oct 19

 47/34

 30%

 15 MPH WNW



THU

Oct 20

 54/34

 0%

 14 MPH SW



FRI

Oct 21

 67/48

 0%

 13 MPH SSW



Times of sun and clouds . Highs in the mid 60s and lows in the upper 40s.

 Humidity: 51%

 UV Index: Moderate

 Sunrise: 7:53 AM

 Sunset: 6:43 PM





CedarCreek Church - Perrysburg Campus

Checkin

T-Shirts

Bathrooms

Event

Coffee

Greenroom

- No Parking Cones
- ↑ Event Entrance Sign
- | Welcome Trussing
- ☆ Guest Spk Parking
- ▬ LED Wall
- Fire Pits
- | Building Lights
- | Corn Hole
- ▬ Tapped 419 & Water
- ⬠ Propane Heaters
- ☆ Welcome Music
- ▬ Cigars
- Tent & TJs BBQ
- High Top Tables
- ▬ Band
- Tiki Torches