

Thank you for agreeing to be a Team Leader for Student Worship Night October 2023!!!

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

Important! Please take a look at your team on the attached Order of Service plan and communicate with them no later than 7p, tonight, Monday October 16<sup>th</sup>. This will help them be prepared and know what to expect. 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 we will do

See you Wednesday!

Note, your team is in Planning Center also, so you can find the correct people to send a quick message to there.

Attached:

Order of Service

Map of Property – Set Up

Weather

Cleaning List (for your assigned clean up area)

Serving:

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

Team Leaders:

Spencer Osborne: Ministry Director

Michaela Hagedorn: Operations Director

Joe Fox: Activities Team

Levi Brice: Brew Crew

Shannon Rose: Check-in Team

Val Widmer: Central Check-in Team

Tiffany Hammack: Food Team

Ella Speck: Greeter/Ushers

Spencer Osborne: Lobby Host

Gabe Hagedorn (Joe Krebs night of): Music

Sara Shorridge (Producer)/Matt Gorey: Production

Jen Henderson: Care Team

Carol Repass: Safety/Medical Team

Jessica Spence: Sparkle Team

Seth George: Parking Lot Team

Order of Service:

<https://services.planningcenteronline.com/plans/67703051>

Evening Timing:

5:25p – Team Lead Huddle (Chapel)  
5:30p – DT Pizza Arrive  
5:45p – Full DreamTeam Huddle (Chapel)  
6:15p – North Atrium (Front) Doors Open  
6:30p – Event Starts Food Available in South Atrium  
7:35p – Auditorium Doors Open  
7:45p – Auditorium Event Begins  
9:00p – Start Cleaning Up

Ops Plan:

**North Atrium Outside (Entry)**

Welcome guests in the parking lot (Seth)  
Greeters welcome guests at the doors (Ella)  
Music playing from building speaker & North Atrium (Matt)

**North Atrium Inside (Before Event)**

Students pop-up table with Student Bracelets to hand out in hallway (Ella)  
Student Backdrop in front of DT room/hospitality area  
Student Pop-up table in front of backdrop  
3 Checkin Stations (barcode or regular checkin)  
1 Checkin Central Station for any new guests beside pop-up table/in front of backdrop  
Lobby Hosts mingling

**South Atrium Inside (Before Event)**

Lemonade and Water Available under small canopy (Levi)  
Taco Bowls Available under in front of windows under large canopy (Tiffany)  
Pies available between stage and large canopy (Tiffany)

**South Atrium Outside (Before Event)**

Activities all set up and engaging (Joe Fox)  
Inflatables arriving at 6p – help set up and show outlets (Joe Fox)  
Inflatables being picked up at 8p – help roll up (Joe Fox)  
Music playing from portable speakers outside in picnic area (Caleb)

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 7p on Monday. 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.

Dress for the weather (see attached)

High 66

Low 53

### **Parking Lot Team**

Team Leader: Seth George

Immediately after huddle, please get setup in the parking lot/at the entrances with pop signs

From 6p-7p please work the parking lot.

Guide all guests to North Atrium for checkin (not using South Atrium/Family Entrance for checkin)

Welcome Guests

At 7:30pm place Aframe signs/holders and pop signs just inside the first set of north atrium doors.

After 9p grab parking cones and all other parking equipment and please bring everything backstage, then help the Activities team (Joe Fox) with any remaining clean up outside.

### **Checkin Central**

Team Leader: Val Widmer

If a guest comes to Checkin Central, it is because they are New or have not checked into a student event before.

We will provide you 2 Checkin iPads Printer to check people in right there.

From 6:15-7p please connect with guests having trouble checking in

From 7p-7:30p (pending check-in has stopped) please clean up checkin central and set equipment to the side near hospitality. Also please help to tear down the Pop-up Table/station where bracelets are being handed out.

After 9p please clean the North Atrium and return equipment.

### **Checkin Team**

Team Leader: Shannon Rose

Guests will have the option of using a QR Code to Checkin.

If they have the QR code, the link will have been 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.

If they are not able to checkin, please send them to Checkin Central.

Do not hold up the line for this.

Immediately after Huddle, head to the North Atrium to get comfortable with the Checkin Setup.

Theme: Creek-Students

Device: Unique – Kids Stations only

Configuration: Special Events Checkin Area

Group/Area: Student Worship Night (THE ONLY ONE)

From 6:15p-7p Check guests in

From 7p-7:30p (pending check-in has stopped) please clean up checkin and set equipment to the side near hospitality

01-02: Students

03-04: First Impressions

05-06: Next Steps

07-12: Kids

After 9:00p help clean the North Atrium and return equipment.

### **Greeter/Usher**

Team Leader: Ella Speck

Immediately after Huddle, please take stations in the North Atrium lobby.

Please have at least 2 people working the North Atrium Doors.

We will guide all guests to the North Atrium  
There are 2 sets of doors in the North Atrium  
Inside doors – Prop Open

Outside doors – open for our guests.

From 6:30p-7:15p (still have 2 people on doors until 7) Please work with the Food Team (led by Tiffany) to help usher people through the food line.

At 7:30p Head to Auditorium doors beside backstage, go in through Auditorium and spread the team through the Auditorium to help usher students to seat – make sure to have energy and show excitement for the students.

I will have pop signs for you to use.

8:45p Before end of Auditorium Experience, go out to North Atrium, Activities team (Joe Fox) should have carts of left over pumpkins there from pumpkin painting, encourage students to take them home – we would like to get rid of them.

After 9:00p please clean the South Atrium Bathrooms

### **Care Team**

Team Leader: Jen Henderson

From 6:15p-7:30p help with welcoming students and any other issues you might see around with food, activities, etc.

At 7:30p Head to Auditorium doors beside backstage, go in through Auditorium to get to the North Atrium doors. When prompted by myself (Michaela), open Auditorium doors.

During Auditorium experience, be on the end aisles, or stand at the top of each aisle and be on the look-out for any students who seem like they may need some support or a little extra care (crying, walking out of the service upset – may need some prayer or just extra care).

After 9p/when it is done being used, please clean the North Atrium Bathrooms

### **Brew Crew**

Team Leader: Levi Brice

Immediately after huddle, set up and manage Lemonade and Water Dispensers and cups throughout the evening.

Lemonade mix, Water faucet, and Ice will all be in the small room near South Atrium Hospitality area.

After 7:45p please work to cleanup/tear down the drinks and help the food team clean the South Atrium.

Please wash out and dry drink dispensers (if they won't dry, leave in kitchen to air dry) then place them next to the stairs beside the backstage doors.

### **Sparkle Team**

Team Leader: Jessica Spencer

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.

After 9p please clean the Main Hallway

### **Food Team**

Team Leader: Tiffany Hammack

Immediately after huddle, if not already doing, set up food on tables under the large canopy area.

Also set up Pie in bowls on a table between the large canopy and stage area in the South Atrium.

You will have use of the kitchen to store/prepare any food items.

Please have food available right at 6:30p for students. Note that doors will open at 6:15p, so some may show up sooner.

From 6:30p-7:30p please manage the food lines.

After 7:30p 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.

Once food is put away, please work with the Brew Crew to clean the South Atrium.

### **Activities Team**

Team Leader: Joe Fox

Immediately after huddle, if it has not already been done, setup activities in the South Atrium Loop.

Please refer to the Set Up guides attached or in the PCO Plan for where things are to be placed.

2 Corn Hole Board Sets

9-Square

Gaga Ball

360 Video (Spencer will take care of)

Pumpkin Painting – Tarp will be on hand in case it needs to go on the floor – Room 118 (*I would put someone specifically in charge of this room/area to monitor*)

6p AirExtreme will be arriving with 2 inflatables to set up outside (*they may arrive much earlier to start set up*)

I will come to meet them, but please be on standby if they are in need of any help. – We may need to show them where outlets are.

After 7:45p please tear down/clean up any of OUR activities. Take the cornhole sets next to the stairs beside the backstage door. 9-square and Gaga ball will have carts to place everything on, and those can be returned upstairs in the Student Storage Room. Pack up any unpainted pumpkins from Room 118 onto carts and take to North Atrium doors for students to grab on their way out – wanting to get rid of them. Pack up any paint pens and place in Amazon bag and take to near backstage doors.

Throw away plastic Table covers. Tarp can go in the cart with other activities to go upstairs.

8p AirExtreme will be returning to pick up the Inflatables. Your team MUST be out there to help them roll up one of the inflatables, as we promised them help with this.

After 9p please clean up anything else that is outside, if outside is completed, please help with the South Atrium.

### **Outdoor Production**

Team Leader: Caleb Widmer

Immediately after Huddle, if Audio Rig is not set up outside South Atrium on the Patio area, please do so.

Monitor audio throughout the night.

After 7:45p please tear down/pack up the audio rig and take next to the stairs beside the backstage door.

A big reminder is that when it comes to cleaning up, we are “All In Until All Done.” This will help the whole process go much smoother and quicker. If you see that something may still need done, jump in and help out that team! 😊

I can't wait to work with all of you and serve these students on their Journey's with Jesus!

Please let me know if you have any questions!

Ella/Jess  
pop-up table  
hand out  
bracelets at

Guest  
Services

# ATRIUM

Student Banner  
Kiosk

pop-up  
table w/  
ipads

Central  
Check-in

New?

check in team

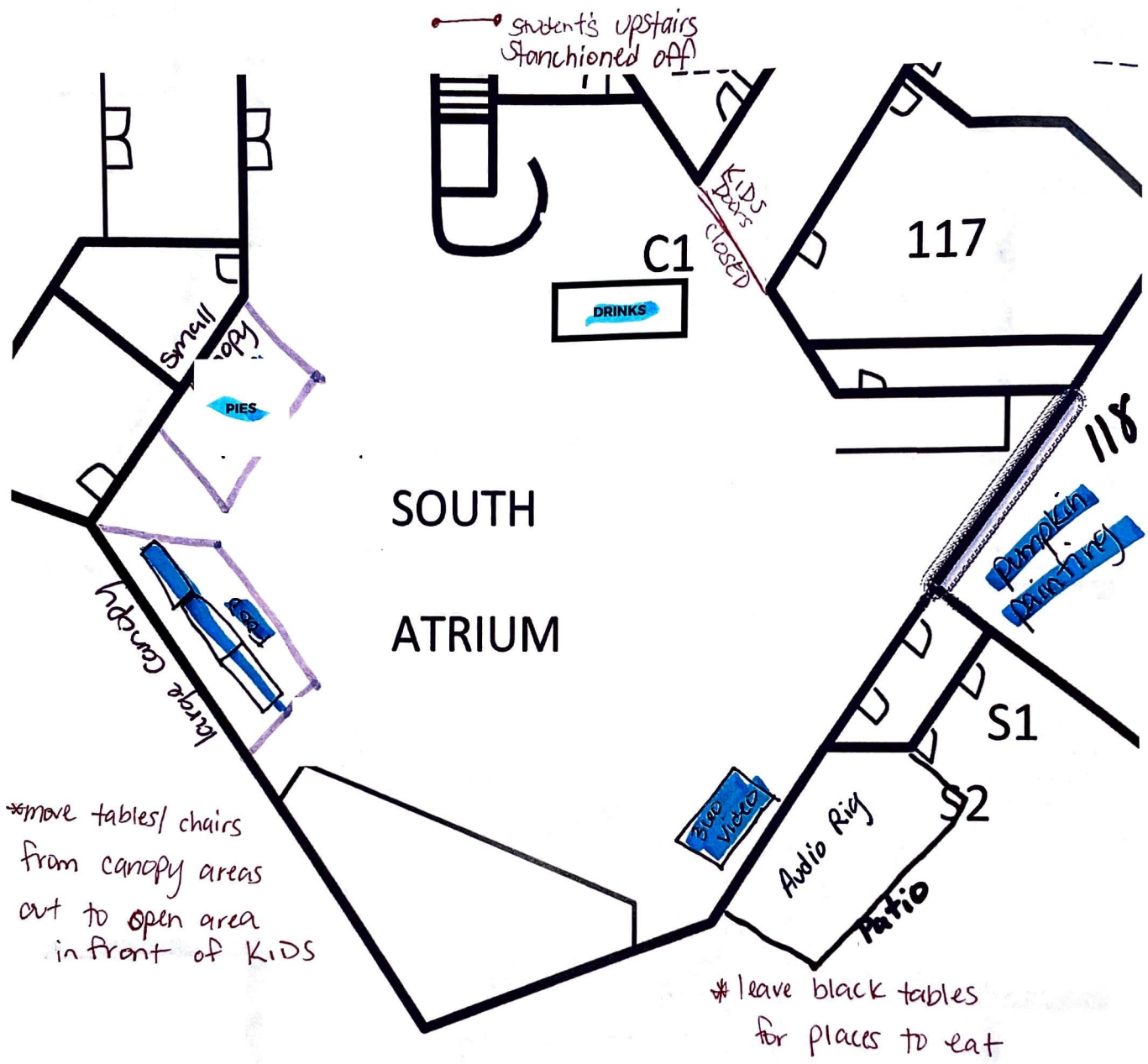
NORTH  
Kiosk Kiosk Kiosk  
Back Again?

Greeters/  
Ushers

N2

N1

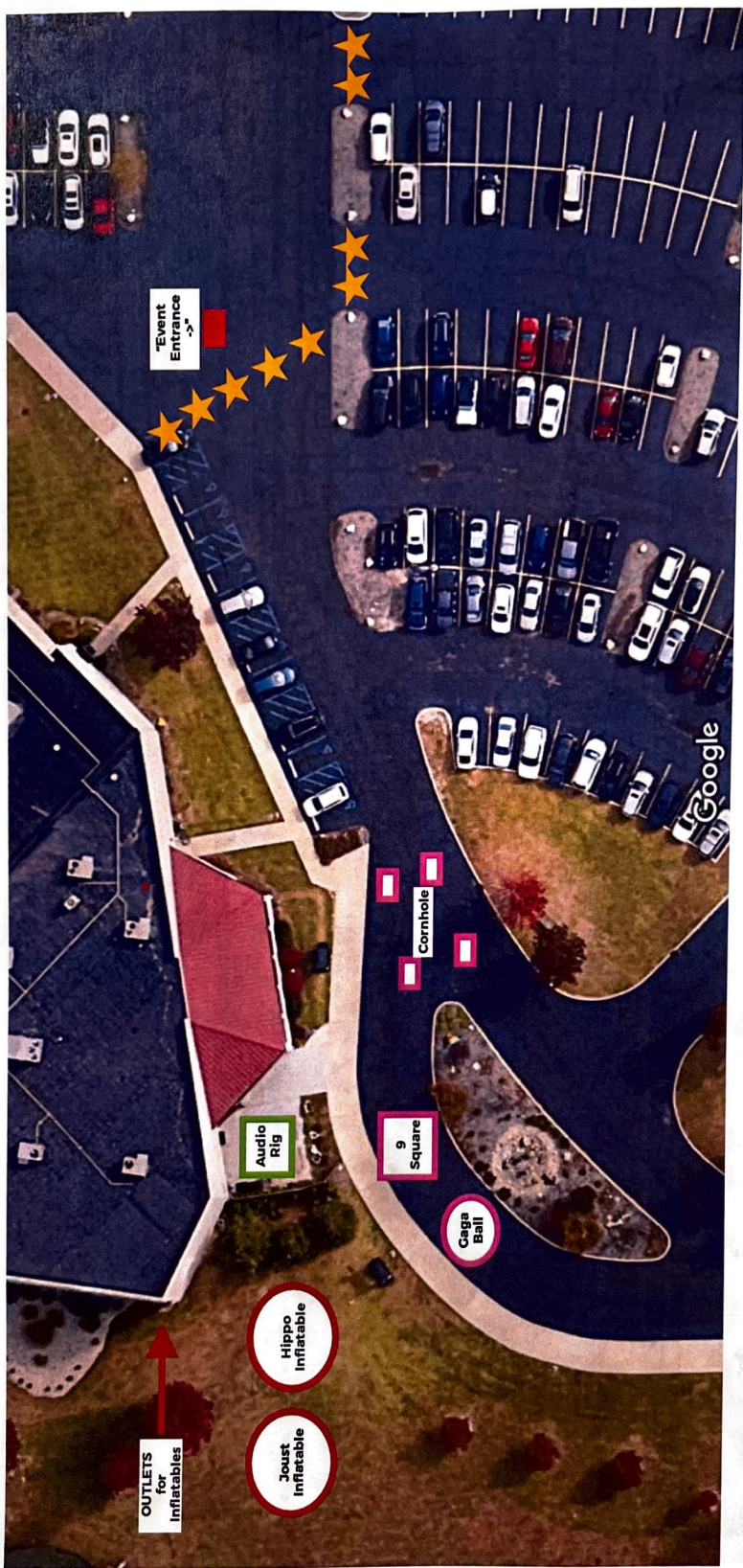
Aframes Parking Lot team



# or Perrysbu



- ★ = Cones
- = Aframes



OUTLETS  
for  
Inflatables

Joust  
Inflatable

Hippo  
Inflatable

9  
Square

Cornhole

Gaga  
Ball

Event  
Entrance

Audio  
Rig

Google

# Google Maps Lime City Rd

