

Updates for Today! Please send to whoever needs them.

**Attachments:**

- Order of Service, followed by a list of everyone serving!
- Building Map

**Team Leaders:**

- Activities
  - Warriclo Boston
- Brew Crew (cider & water)
  - Jake Griffith
- Checkin Central
  - Shannon Rose
- Checkin Team
  - Olivia Barrett
- Fire Pit Team
  - Lucas Hanf
- Food Prep (serving & setting)
  - Tiffany Hammack
- Greeter / Usher
  - Eric White
- Lobby Host (Student Directors)
  - Spencer Osborne
- Pumpkin Decoration
  - Gaye Winterfield
- Outdoor Production
  - Brandon Bliss
- Parking Lot Team
  - Abi Borojevich
- Safety Team
  - Eric Kennedy
- Sparkle Team
  - Michaela Bauer
- Set-up Tear Down
  - Luncas Hanf

**Order of Service:** (attached)

- <https://services.planningcenteronline.com/plans/61075156>

**Evening Timing:**

- 11:00a – Pickup Items from Flietz (Jason/Spencer)
- 3:00p – Student Directors arrive for setup
- 4:00p – Pickup Cider (Olivia)
- 5:00p – Inflatable Arrival/Setup
- 5:00p – Food Arrival (Tiffany Hammack)
- 5:15p – All Team Huddle (Chapel)
- 6:00p – South Atrium Doors open
- 6:30p – Outdoor Event Begins
- 7:20p – Auditorium Doors open
- 7:30p – Indoor Event Begins
- 9:00p – Start Cleaning Up

**Overall Ops Setup:** (person responsible: Jason Jones)

- QTY 2 – Welcome Truss outside North Atrium
- Set up photo booth in North Atrium
  - Black Pipe/Drape
  - Hay/Straw Bales
  - Pumpkins/Gourds

**Parking Lot:** (person responsible: Abi Borojevich)

- Set up Welcome/Student Flags outside the North Atrium Entrance
- Gather POP Signs and use them outside
- Point people to North Atrium for the entrance.
  - Do not use South Atrium as an entrance
- Welcome guests

**Fire Pit Team:** (person responsible: Lucas Hanf)

- ~~CANCELLED~~

**Activities:** (person responsible: Warriclo Boston & Lucas Hanf)

- Set up Inflatable Corn Maze in South Atrium.
  - To arrive at 5:00p
- Set up Gaga Ball in Elementary Large Program
- Set up 9 Square in Elementary Large Program
- Set up 2ish Corn Hole Sets in Hallway between North/South
  - Keep close to the wall so there is a walkway
- Turn Music on in Elementary Large Program Room

**Outdoor Production:** (person responsible: Brandon Bliss)

- Set up 2 Speakers & DJ Rig Outside North Atrium
- Plan Music from 6p-730p
- Tear down and put away after 730p

**Checkin:** (person responsible: Olivia Barrett)

- Set up 3 Checkin Stations in North Atrium
  - Use 3 Cedarville Stations
- Configuration as follows:
  - Theme: Creek Adventure
  - Device/Kiosk: Select Uniquely
  - Configuration: Special Event Checkin Area
  - Group/Area: Special Event (Only select this)
- Take down and return stations after 730p
- Any student who can not checkin, send them to Checkin Central
- Communicate voting 'pie in the face'
- Set up 6 'ballot boxes' near checkin
  - Maybe put them on the counter where water/pop/lemonade are
- Hand every student one (1) ticket to put in the box of their choice
  - Each box has the name of a student director on it.

**Checkin Central:** (person responsible: Shannon Rose)

- Set up at Guest Services in North Atrium
- Use iPads from South Atrium New Family Desk
- Add new students to the data base.

- Take down and return iPads after 7:30p

**Lobby Hosts:** (person responsible: Spencer Osborne)

- Mingle with guests through the entire building
- Create connections with students
- Help make each environment irresistible with relationship and connection.

**Pumpkin Decorating:** (person responsible: Gaye Winterfield)

- Set up in Room 118
- Put a tarp down as needed
- Supplies can be gathered from Olivia/Spencer

**Lobby Hosts:** (person responsible: Spencer Osborne)

- Mingle with guests through the entire building
- Create connections with students
- Help make each environment irresistible with relationship and connection.

**Food Team:** (person responsible: Tiffany Hammack)

- QTY 2 – 8' Tables to be set up in the DreamTeam Huddle Room
- Extension Cord & Power Strip to be gathered from Jim Casey
- Serve Walking Tacos

**Brew Crew:** (person responsible: Jake Griffith)

- Pour cups of Cider.
- Cups/Cider can be gathered from Olivia
- Water Bottles can be supplied as needed from Jason

**Sparkle Team:** (person responsible: Michaela Bauer)

- Maintain empty trash cans during the event.
- Confirm Bathrooms are staying tidy & supplied
- Organize a teamwide cleanup of the building
  - All in until all done
- Please make sure we have cardboard trashcans throughout the building
  - Including Kids Huddle Room
- Be diligent about watching for cider/tacos on the carpet!

**Greeters/Ushers:** (person responsible: Eric White)

- Welcome Students into the **worship** space.
- Help Students find seats as needed
- Organize/Distribute Index Cards/Pens as needed
- Supplies to be gathered from Olivia/Spencer

Let me know if you have any questions!

Jason Jones  
Executive Project Manager  
CedarCreek Church

*Need to schedule a meeting? Click [HERE](#).*

**From:** Jason Jones <[JasonJ@CedarCreek.tv](mailto:JasonJ@CedarCreek.tv)>

**Date:** Tuesday, September 27, 2022 at 10:08

**To:** Spencer Osborne <[SpencerO@CedarCreek.tv](mailto:SpencerO@CedarCreek.tv)>

**Cc:** Michaela Bauer <[MichaelaB@CedarCreek.tv](mailto:MichaelaB@CedarCreek.tv)>, Olivia Barrett <[OliviaB@CedarCreek.tv](mailto:OliviaB@CedarCreek.tv)>, Marna Ward <[MarnaW@CedarCreek.tv](mailto:MarnaW@CedarCreek.tv)>

**Subject:** Student **Worship Night** - **Operations**

Spencer,

Here is my detailed notes on Student **Worship Night** as I catch up.

**Registration:**

<https://my.cedarcreek.tv/page/413?RegistrationInstanceId=156>

- Anyone **planning** on attending (not serving) should **plan** on registering. (including staff).
- **Goal:** 200 **People**
- **Current:** 0

**Serving:**

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

- Anyone **planning** on serving (not attending) should **plan** on signing up. (including staff)
- Currently at 0; Signups will be **open** in the next 1hr as PCO syncs for anyone on a Student DreamTeam
- Expecting: 69
  - 10 – Activities
  - 5 - Brew Crew (coffee & drinks)
  - 3 – Checkin Central
  - 6 – Checkin Team
  - 3 – Fire Pit Team
  - 5 – Food Prep (serving & setting)
  - 10 – Greeter / Usher
  - 6 – Lobby Host (Student Directors)
    - Zeeke Griffin
    - David Hammack Jr
    - Hannah Woodard
    - Cody Scroggins
    - Jake Mariano
    - Daniel Rose
  - 1 – Outdoor Production
  - 7 – Parking Lot Team
  - 3 – Safety Team
  - 5 – Sparkle Team
  - 5 – Set-up Tear Down

**Campus Responsibility:**

Deadline for names in PCO; Oct 9<sup>th</sup>.

**Budget:** (attached)

- Ticket Sales: \$0.00
  - 200 at \$0
- Investment: \$3,500 (7353)
- Expenses: \$3,250

- Catering: \$1,500
  - Walking Tacos: \$500
  - Doughnuts & Cider: \$500
  - Buffer: \$500
- Environment: \$1,750
  - Mini Pumpkins: \$200
  - Decoration: \$100
  - Photo Booth: \$300
  - Fire Wood: \$100
  - Inflatable: \$1,050
- Bottom Line: \$250 (in our favor)

Order of Service: (attached)

- <https://services.planningcenteronline.com/plans/61075156>

Evening Timing:

- 5:15p – Huddle
- 6:00p – South Atrium Doors open
- 6:30p – Outdoor Event Begins
- 7:20p – Auditorium Doors open
- 7:30p – Indoor Event Begins
- 9:00p – Start Cleaning Up

Ops Plan:

- Outside (Entry)
  - Welcome guests in the parking lot
  - Guests walk under an outdoor tunnel with blacklights and fog
  - 2 upright welcome truss
  - 3 Fire/Space Heaters on Concrete Slab
  - 4 Fire Pits
  - Music from iPod on Speakers
  - Inflatable Corn Maze outside South Atrium
  - Student Welcome Flags
  - Activities (Corn Hole, 9 Square, GaGa Ball, Football Throw)
- Inside (Before Event)
  - Checkin Stations
  - Checkin Central for any new students
  - Lobby Hosts mingling
  - Cups of Water Available
  - Photo Booth (Straw, Pumpkins, Gourds, pipe and drape)
  - Doughnuts & Cider
  - Walking Tacos (Hannah organizing)
  - Pumpkin Decorating
  - Ballot Box for Student Director / Pie in the Face Voting
- Auditorium
  - Greeters welcome guests
  - Ushers help guests find seats
  - Text Keyword for voting (David, Hannah, Zeeke, Cody, Daniel, Jake)

Questions:

- Who is ordering pumpkin decorating activities?
- Do you have a tarp to put down at pumpkin decorating?

- Who is leading pumpkin decorating night of?
- Did Jessica create a Facebook Event – Is it worth that?

**Notes:**

- Still waiting to hear from Hannah on Walking Tacos.
- We should recruit team leaders this week.

Ok! I think we are back on track!

Jason Jones

**PERRYSBURGCAMPUS**

First Floor

