

Tres Dias of Southeast Tennessee

Head Set-up/Take-down Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by sending your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Set-up/Take-down Team Duties and Responsibilities

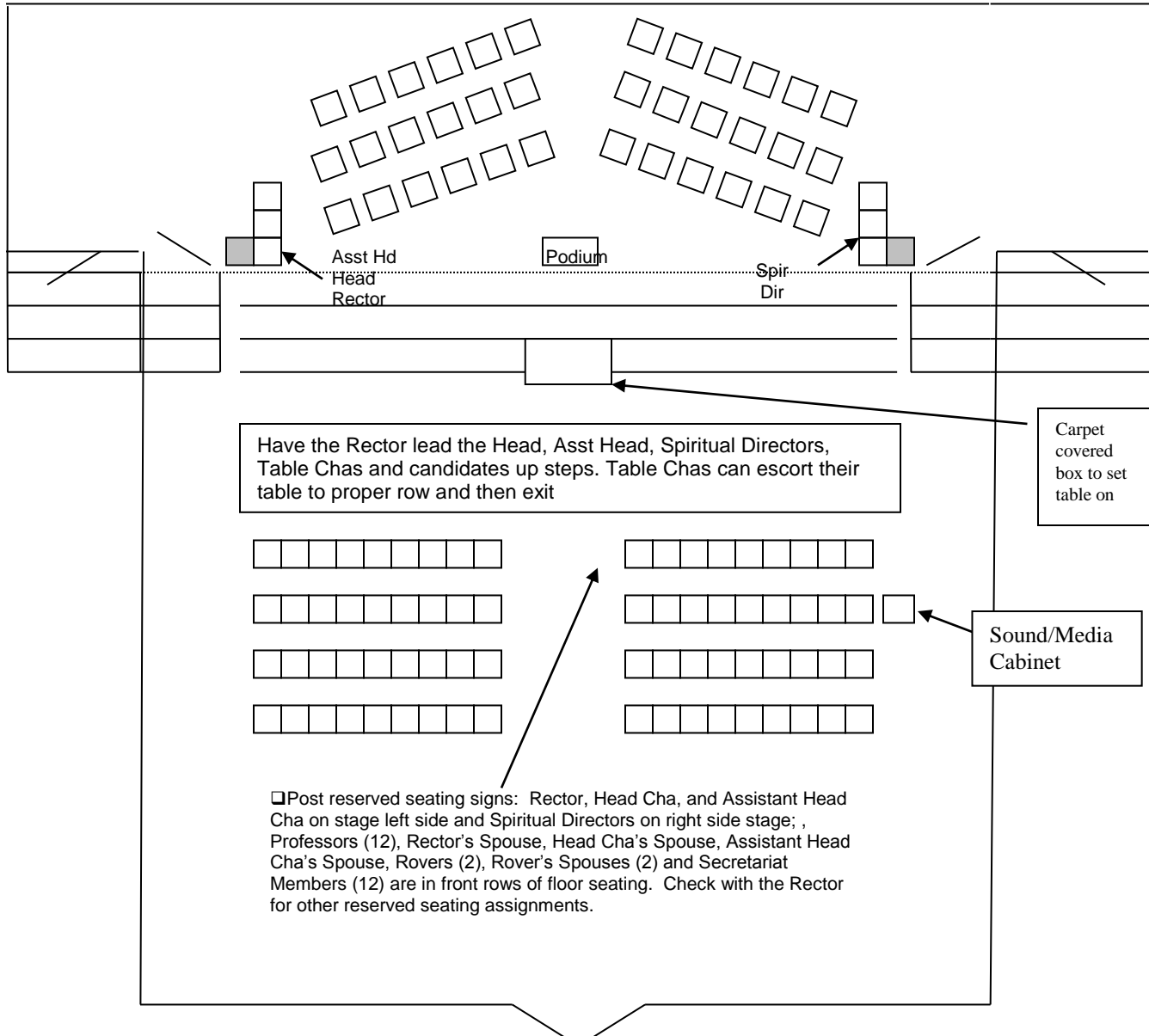
I. General Overview:

Thursday: If requested by the Women's Rector to assist with candidate luggage, arrive at 6:15 p.m. The Head Dorm Cha will give you directions, but basically you will assist the Dorm Chas in tagging, unloading, and moving candidate's belongings from the sponsor's car to their bunks.

Sunday: (Arrive at 3:00 p.m.)

- a) Non-take down team members are not allowed in the building, and the take down team should remain in the Dining room/Dorm end of the building or auditorium.
- b) Leave all items on their beds until their sponsor comes to pick it up. That way no items are mixed up. Make sure that every piece of luggage has a nametag on it. Put sleeping bags, pillows and bedding in drawstring trash bags with name labels. Move a table to the hallway for sponsors to come to pick up their candidates items. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be stationed at the Dorm Hallway doors to bring candidate luggage outside to the sponsors. Sponsors should not enter the dorm end of the building.
- c) Oversee the clean-up of the ARC Auditorium and breezeway to the Rollo hallway. Assist the Storeroom, Floater and Media Chas with the Rollo Room. The chairs in the Rollo Room should be "stacked" in the back of the room, five high in fourteen stacks.
- d) The Rover and Back Up Rector are in charge of Closing set-up and may need you to assist them with the set up if not already performed. These duties are those of the BUR and Rover:
 - ❑ Turn on sound system and set up microphone at podium if Media Cha has not already performed this.
 - ❑ Place two questions for Candidates on podium (get from Assistant Head Cha).
 - ❑ Place a table small in front of the podium (there is a carpeted spacer block to set on the bottom step for the table to rest on) with a tablecloth, cross, Bible, candle and lighter for Closing. The BUR/Rover will check with the Rector for preferences in decorating this table.
 - ❑ Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel.
 - ❑ Post reserved seating signs (a set is located in the Sound cabinet on the stage): Rector, Head Cha, and Assistant Head Cha on stage left side facing the stage and Spiritual Directors on right side stage facing the stage; Professors (12), Rector's Spouse, Head Cha's Spouse, Assistant Head Cha's Spouse, Rovers (2), Rover's Spouses (2) and Secretariat Members (12) are in front rows of floor seating. Check with the Rector for other reserved seating assignments.
 - ❑ Set up chairs on stage similar to attached diagram.
 - ❑ Be sure to have the Auditorium returned to normal set up and return items (Banners, table and decorations, and reserved signs) as necessary

Suggested Auditorium Set up for Closing



Apison Retreat Center

