

## **SET-UP COORDINATOR CHECKLIST**

\_\_\_\_\_ If you need additional help, you can ask high school and/or junior high youth to stay after church to help with set-up. They need to check with their parents.

\_\_\_\_\_ Be in contact with WEEK COORDINATOR to find out how many beds you need to put into rooms. The WEEK COORDINATOR should email this information to you by Saturday.

### **SUNDAY MORNING:**

\_\_\_\_\_ Go to High School Class and/or Junior High School Class to remind students to stay and to help with set-up

### **IMMEDIATELY AT END OF Religious Education:**

\_\_\_\_\_ Lead High School and/or Junior High teens to the Storage Room (lower level)  
**COTS ARE IN THE UNDERCROFT.**

\_\_\_\_\_ Put two cots in the corner of the Imagination Room (for OVERNIGHT HOSTS)  
Open them. Insert only a blanket and a pillow and pillow case. Close them back up.

\_\_\_\_\_ Move furnishings against the walls in those classrooms that will be used.

\_\_\_\_\_ Place any scissors, art materials or important items into locked cabinet in each room or take it to the IHN STORAGE ROOM.

\_\_\_\_\_ If room is unclean, sweep, vacuum and/or wipe surfaces with disinfectant spray (supplies in IHN STORAGE ROOM)

\_\_\_\_\_ Place cots into rooms.

\_\_\_\_\_ Open cots. Make sure each cot has a protective plastic cover on the mattress

\_\_\_\_\_ **DO NOT MAKE UP THE BEDS.**

\_\_\_\_\_ **PLACE THESE ITEMS ONTO THE BEDS:**

1. fitted sheet 2. top sheet 3. TWO blankets 4. pillow / pillow case

\_\_\_\_\_ Place a face towel and a washcloth at the foot of each cot. \_\_\_\_\_

\_\_\_\_\_ Make sure that every room has:

1. a wastebasket 2. a box of tissues 3. a welcome sign on the door. 4. A clock 5. a radio 6. A floor lamp

\_\_\_\_\_ Set up Imagination Room with the following IHN materials from Storage CLOSET:

1. Games 2. Toys 3. Books 4. Computer-on-Cart (in closet of Imagination Room.)

\_\_\_\_\_ Put TV and a few videos (In closet of Imagination Room.) into the OVERNIGHT HOST SLEEPING ROOM. Plug in TV, VCR, DVD and check to be sure they are working.

### **WHEN YOU FINISH:**

\_\_\_\_\_ If there are any problems (missing items, or broken things) please make a note in the IHN LOG which is in the IHN STORAGE ROOM. Also, please list the youth who volunteered in the log.

**THANKS A BUNCH !**