

## **SET-UP COORDINATOR CHECKLIST**

### **BEFORE SUNDAY:**

- \_\_\_\_\_ Remind high school and/or junior high youth to stay after church to help with set-up.
- \_\_\_\_\_ Remind parents of youth that their teens are needed for IHN set-up after Religious Education.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ **LINE UP SOME ADDITIONAL ADULT HELPERS.**

### **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. Put linens on them. 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
- \_\_\_\_\_ Put two classroom tables at end of hall with a few chairs.
- \_\_\_\_\_ Put two classroom tables into the Imagination Room with a few chairs.

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

- 1. Games 2. Toys 3. Books
- 4. Computer-on-Cart (in closet of Imagination Room.)
- 5. TV and a few videos (In closet of Imagination Room.)  
Plug in TV, VCR, DVD and check to be sure they are working.

- \_\_\_\_\_ Set up Junior High Room on upper level:

- 1. Move TV on cart from Religious Education Supply Room on upper level to the Junior High Room.
- 2. 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 !** You may want to provide some refreshments for the youth and you! You can submit receipt for refreshments to SJC Co-Chair.