

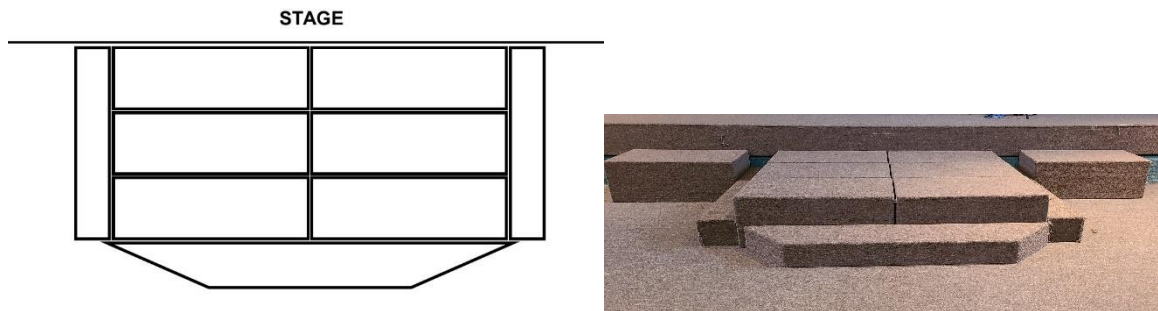
# Setup Team Instructions

## Overview

- Arrive at 8:00am
- Set up stage and chairs
- Set up kids classrooms
- Distribute bins around building
- Set up tables and signs

## Stage Setup

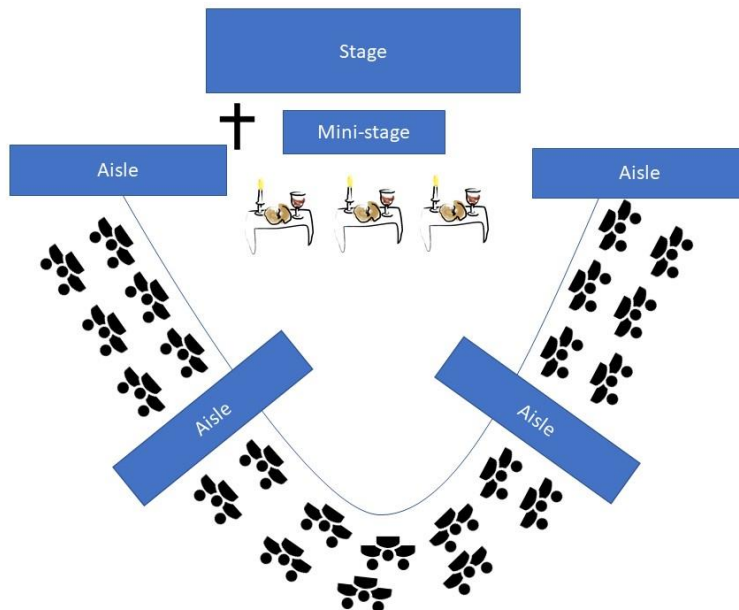
We use the brown “wall” pieces to construct the lower stage. Set them up in the configuration below:



On the stage, put one music stand (in storage area).

## Chair Setup

We want to have at least 160 chairs set up. See diagram below for the general idea. We want it to feel kind of intimate, while still having space to sit and move around comfortably. *See more notes on next page.*



A few notes on chairs:

- 3 sections with aisles in between
- For the seats closest to the stage, we want them as close in to the mini-stage/platform as possible, while keeping a good view of the projector. Sit in the front chairs and make sure that both the mini-stage and projector are easily visible.
- 3 communion carts right in front of the mini-stage. They can be straight in a row, or the outer ones can be at a slight angle.
- Cross to the left of the mini-stage (on the floor). The pieces are stored on the stage.
- There should be at least 38" between the rows of chairs (back to back). You should be able to sit in one comfortably and have some extra space. We don't want people to feel crowded.
- Make sure that every aisle area is big enough to fit a stroller or wheelchair. A good guideline is 6 feet for aisles.

### **Classroom Setup**

1. **Check with the Project Manager to see which classrooms are being used today.**  
You will potentially need to set up the Yellow Crew (nursery) and Red Crew (pre-school). Sometimes these crews are combined. You do not need to prep anything for the elementary crews.
2. Roll divider cart out into the hallway.
3. In the rooms being used, **take pictures or video of the room setup. Names on chairs matter.** Teardown team will need to return this room to its original state.
4. Carefully move tables/desks to the edges of the room to create a large space in the middle (see picture below).
5. Set up dividers to block off all classroom furniture and supplies. The kids should not be able to get to any classroom items. If there are items on the wall or windowsill kids might get to, put a divider in front of them.
6. If there are items on the wall or windowsill kids might get to, put a divider in front of them.
7. Store divider cart in the hallway to the left of the kids hallway.

#### **Yellow Crew:**

First door on the left

- Black/red bin labeled "Purple Crew"
- Two floor mats (white with prints)



#### **Red Crew:**

Second-to-last door on the left

- Black/red bin labeled "Red Crew"
- Pink doll stroller
- Short table (marked "red crew")

## **Sign Setup**

- Blue and white sandwich boards (2) - outside (see pics below)
- Silver “Soma Kids” sign – next to reception desk in lobby
- “Masks required in the lobby” floor sign – outside main doors
- “Masks only” floor sign – behind the masks only section of the auditorium



## **Table and Bin Distribution**

### **Hospitality:**

If the Hospitality Team arrives early enough, they get their own items. If these things are still in the storage area, bring them to the kitchen.

- Short table (marked “coffee”)
- Large rolling rack (leave in hallway outside kitchen)
- 3 rolling communion carts

### **Lobby:**

Set up table and place bin and book rack next to table. Set up silver “Soma Kids” sign to the right of the reception desk.

- Long table (marked “welcome”)
- Blue Welcome bin
- Black book rack
- Silver “Soma Kids” sign



**Kids Area:**

Set up table and leave bin next to table in lobby area outside the kids hallway.

- Long table (marked “kids host”)
- Kids host bin (clear with blue lid)

Sometimes there are students’ things lined up on the wall behind the host table (chairs, bags, shoes). If that’s the case, set up dividers behind the table (see picture below). We want this area to look neat and free of clutter.

