



Sunday Checklist

(Foyer)

The following checklist is used by our team to help ensure that all preparation details in the foyer are taken care of before, during and after the service.

SUNDAY: FOYER CHECKLIST

Pre-service

- Grab Ipod Shuffle from office to plug in at reception
- Check volume OK in foyer/garage
- Curtains - are these pulled across the front with gap in the middle/Venue person standing in the gap?
- Music - adjust as ppl in foyer increase
- Parents Rm - check seat drop is correct / old material is thrown out
- Toilets - Clean (water on bench, paper towels on the ground, toilet paper in stalls?), current toilet door signs hung?
- Foyer Stands - position, clutter, rubbish
- Info Desk tidy bench top, appropriate promo material not to be spread over all Info Desk
- Water Cooler - is it full & has cups
- Umbrellas out - if raining
- Lighting - wall lights on, white security lights off for atmosphere
- General tidiness (bins emptied, area around coffee carts, tops of benches & tall tables etc)
- Make sure glass in foyers is clean, no finger prints / bin lids are shiny
- All foyer must be set up by 7.30AM / 4.30AM
- Check Garage - stands, cleanliness, parcan lights on/ garage lights off, all cords gaffed down
- All Stands - are they manned
- Info desk - is it properly manned
- Spot checks of toilets
- Adjust foyer music as needed
- Just before doors open, check meet & greet are on doors (once main Aud doors open)
- Change over to Aud music in Foyer (good to have once doors open)
- Spot checks of toilets

During the service

(at the very start of the service)

- Check Prayer Requests have been taken in to Events Hot Seat
- Turn speakers down slightly (after P+W)
- At the end of P+W switch music back to iPod - check level by walking into the Main Aud
- Meet Venue Coordinator to do headcount - see headcount checklist

After the Service

- Get decision info from New Christians

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During the service*(at the very start of the service)*

- Check Prayer Requests have been taken in to Laurie/Candice
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