



Sisterhood Service Checklists

Every week as a church, we endeavour to serve and place value on women in our Sisterhood service. One of the ways that we achieve this is by having an excellent events team. Here you will find an overall checklist for the foyer, main auditorium, and the events team leader.

SISTERHOOD: FOYER

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, parcans 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 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

SISTERHOOD: FOYER

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, parcans 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 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

SISTERHOOD: FOYER

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, parcans 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 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

SISTERHOOD: AUDITORIUM

Pre-service

- Check volunteer balcony - chairs tidy, comp screens turned off, weekend lights on and dimmer up, blinds are down
- Sticker front rows - see seating plan
- Check that mints, waters have been put under key team/guests
- 3x copies of relevant promos + New Christians Bible under Hot Seat, 1x copy to SM for water table
- Check Seat drop is correct
- Staging OK
- Plasma's in wings are turned on and working
- Check front of stage clean
- Sound Desk tidy
- Stair well neat and tidy
- Check song list with Stage Mgr and radio Team Leader / Change Ann. as needed
- Stage Mgr has relevant cards, resource for stage (Guest speaker resource?)
- Stage Managers Have New Christian Bibles with DVD and Card inside.
- Open main Aud doors - work w/ Team Leader, production (lights & sound), TV (screens) & venue (*main aud doors should be open do later than 15mins prior to service*) (*once main Aud doors open*)
- Fill front 3 rows with key team/ leaders
- Green room door shut, office lights off ok?
- Check side aud door is closed
- Check Countdown has started & radio foyer team to confirm countdown in foyer
- If Baby Dedications: Bibles, Certificates & Info Cards ready, stickers at Info Desk, spare Pastor & Bible ready with bible plus bibles side of stage!!

During the service

(at the very start of the service)

- All reserved seats filled by you
- Check Team Leader has Prayer Requests
- Walk through all sections - look for good fill (*after P+W*)
- Check babies crying, air con ok?
- Check Max and/or Melody are at back of Aud
- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)

After the Service

- Re-sticker for the next service

SISTERHOOD: AUDITORIUM

Pre-service

- Check volunteer balcony - chairs tidy, comp screens turned off, weekend lights on and dimmer up, blinds are down
- Sticker front rows - see seating plan
- Check that mints, waters have been put under key team/guests
- 3x copies of relevant promos + New Christians Bible under Hot Seat, 1x copy to SM for water table
- Check Seat drop is correct
- Staging OK
- Plasma's in wings are turned on and working
- Check front of stage clean
- Sound Desk tidy
- Stair well neat and tidy
- Check song list with Stage Mgr and radio Team Leader / Change Ann. as needed
- Stage Mgr has relevant cards, resource for stage (Guest speaker resource?)
- Stage Managers Have New Christian Bibles with DVD and Card inside.
- Open main Aud doors - work w/ Team Leader, production (lights & sound), TV (screens) & venue (*main aud doors should be open do later than 15mins prior to service*) (*once main Aud doors open*)
- Fill front 3 rows with key team/ leaders
- Green room door shut, office lights off ok?
- Check side aud door is closed
- Check Countdown has started & radio foyer team to confirm countdown in foyer
- If Baby Dedications: Bibles, Certificates & Info Cards ready, stickers at Info Desk, spare Pastor & Bible ready with bible plus bibles side of stage!!

During the service

(at the very start of the service)

- All reserved seats filled by you
- Check Team Leader has Prayer Requests
- Walk through all sections - look for good fill (*after P+W*)
- Check babies crying, air con ok?
- Check Max and/or Melody are at back of Aud
- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)

After the Service

- Re-sticker for the next service

SISTERHOOD: AUDITORIUM

Pre-service

- Check volunteer balcony - chairs tidy, comp screens turned off, weekend lights on and dimmer up, blinds are down
- Sticker front rows - see seating plan
- Check that mints, waters have been put under key team/guests
- 3x copies of relevant promos + New Christians Bible under Hot Seat, 1x copy to SM for water table
- Check Seat drop is correct
- Staging OK
- Plasma's in wings are turned on and working
- Check front of stage clean
- Sound Desk tidy
- Stair well neat and tidy
- Check song list with Stage Mgr and radio Team Leader / Change Ann. as needed
- Stage Mgr has relevant cards, resource for stage (Guest speaker resource?)
- Stage Managers Have New Christian Bibles with DVD and Card inside.
- Open main Aud doors - work w/ Team Leader, production (lights & sound), TV (screens) & venue (*main aud doors should be open do later than 15mins prior to service*) (*once main Aud doors open*)
- Fill front 3 rows with key team/ leaders
- Green room door shut, office lights off ok?
- Check side aud door is closed
- Check Countdown has started & radio foyer team to confirm countdown in foyer
- If Baby Dedications: Bibles, Certificates & Info Cards ready, stickers at Info Desk, spare Pastor & Bible ready with bible plus bibles side of stage!!

During the service

(at the very start of the service)

- All reserved seats filled by you
- Check Team Leader has Prayer Requests
- Walk through all sections - look for good fill (*after P+W*)
- Check babies crying, air con ok?
- Check Max and/or Melody are at back of Aud
- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)

After the Service

- Re-sticker for the next service

SISTERHOOD: TEAM LEADER

Pre-service

- Check lights are on as needed as you walk into the lounge area at the top of the stairs
- Check aircon is on in office area (located just to the left of the doors leading to balcony)
- Check w/end summary for specific info
- Brief the team & assign to areas
- Pray & *(whenever possible)* Go to service prayer mtg w/team *(in the garage)*
- Print 4x copy of MC card & check all info with relevant dept (i.e. songlists should be checked w/SM, DVD times w/TV etc)
- Watch Church News (CN) & any other relevant DVDs (Offering, Clips, presentations etc)
- Once all info is confirmed & correct, print 4x pgs of ann.
- Highlight important info on ann. With Sharpie highlighter & distribute to the following areas:
 - 1x MC card to **Senior Pastors** (SPs)
 - 1x MC card to **MC** seat
 - 2x MC cards to **TV**
 - 2x MC cards to **SMs**
 - 3x MC cards to **Prod** (1x **FB**, 1x **FOH**, 1x **TD**)
 - 1x MC card to **Creative Producer**
 - 3x MC cards to events team leader seat
- Check w/Aud team that the following is correct: promos (Events, MC, & SM), seat drops
- Check w/Aud team doors have been opened *(once main Aud doors open)*
- Check with Foyer team that music has been switched to Main Aud
- Ensure front 3 rows are filled & reserved seats have been released

During the service

(at the very start of the service)

- Give Prayer requests to MC
 - Check fill in ea sect. - work w/hosts as needed
- (During whole of the service)*

- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)
- Immediately action any issues within the service

After the Service

- Check both headcount sheets are all added up correctly and entered into computer accurately.
- Complete Volunteer stats on **myhillsong.com**

SISTERHOOD: TEAM LEADER

Pre-service

- Check lights are on as needed as you walk into the lounge area at the top of the stairs
- Check aircon is on in office area (located just to the left of the doors leading to balcony)
- Check w/end summary for specific info
- Brief the team & assign to areas
- Pray & *(whenever possible)* Go to service prayer mtg w/team *(in the garage)*
- Print 4x copy of MC card & check all info with relevant dept (i.e. songlists should be checked w/SM, DVD times w/TV etc)
- Watch Church News (CN) & any other relevant DVDs (Offering, Clips, presentations etc)
- Once all info is confirmed & correct, print 4x pgs of ann.
- Highlight important info on ann. With Sharpie highlighter & distribute to the following areas:
 - 1x MC card to **Senior Pastors** (SPs)
 - 1x MC card to **MC** seat
 - 2x MC cards to **TV**
 - 2x MC cards to **SMs**
 - 3x MC cards to **Prod** (1x **FB**, 1x **FOH**, 1x **TD**)
 - 1x MC card to **Creative Producer**
 - 3x MC cards to events team leader seat
- Check w/Aud team that the following is correct: promos (Events, MC, & SM), seat drops
- Check w/Aud team doors have been opened *(once main Aud doors open)*
- Check with Foyer team that music has been switched to Main Aud
- Ensure front 3 rows are filled & reserved seats have been released

During the service

(at the very start of the service)

- Give Prayer requests to MC
 - Check fill in ea sect. - work w/hosts as needed
- (During whole of the service)*

- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)
- Immediately action any issues within the service

After the Service

- Check both headcount sheets are all added up correctly and entered into computer accurately.
- Complete Volunteer stats on **myhillsong.com**

SISTERHOOD: TEAM LEADER

Pre-service

- Check lights are on as needed as you walk into the lounge area at the top of the stairs
- Check aircon is on in office area (located just to the left of the doors leading to balcony)
- Check w/end summary for specific info
- Brief the team & assign to areas
- Pray & *(whenever possible)* Go to service prayer mtg w/team *(in the garage)*
- Print 4x copy of MC card & check all info with relevant dept (i.e. songlists should be checked w/SM, DVD times w/TV etc)
- Watch Church News (CN) & any other relevant DVDs (Offering, Clips, presentations etc)
- Once all info is confirmed & correct, print 4x pgs of MC card
- Highlight important info on ann. With Sharpie highlighter & distribute to the following areas:
 - 1x MC card to **Senior Pastors** (SPs)
 - 1x MC card to **MC** seat
 - 2x MC cards to **TV**
 - 2x MC cards to **SMs**
 - 3x MC cards to **Prod** (1x **FB**, 1x **FOH**, 1x **TD**)
 - 1x MC card to **Creative Producer**
 - 3x MC cards to events team leader seat
- Check w/Aud team that the following is correct: promos (Events, MC, & SM), seat drops
- Check w/Aud team doors have been opened *(once main Aud doors open)*
- Check with Foyer team that music has been switched to Main Aud
- Ensure front 3 rows are filled & reserved seats have been released

During the service

(at the very start of the service)

- Give Prayer requests to MC
 - Check fill in ea sect. - work w/hosts as needed
- (During whole of the service)*

- Take precise notes on the run of the service (pls note things that would be good to know for next yr and any action points for midweek)
- Immediately action any issues within the service

After the Service

- Check both headcount sheets are all added up correctly and entered into computer accurately.
- Complete Volunteer stats on **myhillsong.com**