

## ***SET UP AND TAKE DOWN SUPPORT CREW SERVICE DESCRIPTION***

Check with RVTD Secretariat Weekend person(s) about time you should arrive on Wednesday or Thursday before weekend. It is usually 4:00 p.m. or after on Wednesday, and 2:00 p.m. and after on Thursday.

Set up rollo room. Check with the head cha about exactly how it should be set up. Assist with any heavy lifting or moving of furniture that needs to be done to set up the Rollo Room (6 or 7 tables) with 7-9 chairs (check with the Men's and Women's Head Cha for the specific count).

Set up tables in the Rollo Room for the Assistant Head Chas, Spiritual directors, media, and the Rector's Head Table. Assist in sound equipment set up.

For the Palanca Room set up 2 sets of mailboxes. Set up tables for Bed and Table Palanca. Make sure you have weekend banners and general palanca letters. If necessary, cover the windows for privacy. Make sure all palanca supplies (ie, bags, markers, envelopes etc) are present in the palanca room.

Help set up the chapel pews in the chapel, if necessary. Set up tables in back of chapel for Rector and Spiritual Directors with microphone and sound control box. Set up another microphone and a music stand for Praise and Worship chas for Chapel. Set up 3-4 lamps, plugged in ready to use.

Check with Head Kitchen about dining room set up for the reception and help accordingly.

Help team members unload cars.

### ***TAKE DOWN before Closing***

Check with all area heads to see if you can help them with their check-off lists for take down.

Assist those involved in dismantling the rector's room, helping to load up cars, etc.

Assist any team members with lifting and carrying of heavy items where you see a need, especially to load items onto a truck or trailer or to the storage closets.

### ***For Closing***

- Take down rollo room tables. Roll them into the storage closet/trailer in the room.
- Set up chairs for Closing.

*(The RVTD community should help take down tables and set up chairs for Closing while the candidates are in Chapel)*

**During the Closing of the Women's weekend**, take down all Chapel tables. If any rollo room chairs are in the chapel, return them to rollo room for storage in stacks on back wall. Leave the chapel clean. Do anything you see that has been left undone. Clean up anything that needs cleaning.

- After Closing, stack chairs on back wall in the Rollo Room (if not finished by the community).

Make sure all trash has been compacted and taken to the dumpster from all service area rooms in the rollo room. The dorm chas will have taken care of the trash in the dorms.

### ***After Closing***

***Return all chairs where they belong. Restore campground to how it was before set-up.***

**Thank you for your wonderful service Palanca in this area!**