

Discovery Island Multisite Sunday Morning Process

Date: _____

Campus: _____

Before services

- Registration table set up with
 - Rosters
 - Registration cards
 - Name tags
 - Security tags
 - Pens
 - Markers for kids to write their names with
- Audio/Video/Lighting set up
 - Microphones/sound tested
 - CDs tested
 - Lighting tested
 - EasyWorship tested
- Signs posted
- GodTime & Fridge Door cards set out near pick-up area
- Chairs, tables and/or carpets set up
- Small group resources & curriculum accessible
- Small Group Leader circle up meetings with Coaches
- Large Group team circle up with Director or Producer
- Move any food/drinks out of small group area

During services

Service		Task
9:30	11:00	
<input type="checkbox"/>	<input type="checkbox"/>	Ensure check-in is staffed and goes smoothly
<input type="checkbox"/>	<input type="checkbox"/>	Direct small groups to large group room when large group starts
<input type="checkbox"/>	<input type="checkbox"/>	Count number of kids on carpets (near the end of large group) and check that against the rosters to correct any mistakes
<input type="checkbox"/>	<input type="checkbox"/>	Be available to assist small group leaders in any way
<input type="checkbox"/>	<input type="checkbox"/>	Direct small groups to large group room for Wrap Up
<input type="checkbox"/>	<input type="checkbox"/>	Ensure check-out goes smoothly

After services

- Discovery Island rooms cleaned up
- Paper resources thrown away if not needed
- Resources put away
- Rosters and new registration cards stored
- Audio/video/lighting equipment shutdown and microphones turned off
- God Time/Fridge Door cards: *# printed* _____ *# went out* _____
- Volunteers:

Service	# volunteer slots available	# volunteers scheduled	# volunteers showed up
9:30			
11:00			