

A CHECK-LIST

- ___ 1. Arrive by 9:30 am (code for keybox: **get from office**)
- ___ 2. Unlock Gray Street door and Farwell Street door.
- ___ 3. Turn on the light at top of the stairs by the women's restroom in the new addition.
- ___ 4. Prop open the door between the new addition and the library.
- ___ 5. Turn on the two hallway lights at the Farwell Street entry (top of stairs and bottom of stairs)
- ___ 6. Turn on Gathering Room light.
- ___ 7. To turn on Sound System, turn on MIXER switch FIRST. (In back of sanctuary) The keys to unlock sound system cabinet are in Worship Committee mailbox. Turn on pulpit microphone and test volume.
- ___ 8. In the Copy Machine Office, turn on the amplifier. Turn on the sanctuary hanging lights, if necessary.
- ___ 9. **If it's hot, come at 8:30 am** to turn on the oscillating fans and open a couple of the clear glass windows in the sanctuary. You may also use the attic fan. The on-off switch is behind the door leading into the Buddha Room, upstairs. Opening a south window on the east end of the sanctuary provides good sanctuary air-flow when the attic fan is on. [NEVER open the stained glass art windows.]
- ___ 10. During the service adjust the volume on the amplifier if necessary. Also play the CD that the Worship Leader has chosen before the service, during the Giving, and after the service. Or you may play hymns from the three CDs on the window-sill by the sound box. They are all hymns from our hymnbooks.
- ___ 11. At all times, watch for emergency situations and be responsive to needs that arise.
- ___ 12. Get the walkie-talkie from the Childcare Room, turn it on, and keep it with you during the service. If there is a problem, the childcare person will call you and you can go down and help. Go down and check the Childcare Room a couple of times during the service also.
- ___ 13. After the service, turn off Sound System in this order: (1) Copy Room amplifier (2) Mixer switch (in back of sanctuary). Lock the sound system cabinet and put keys in Worship Committee mailbox. Turn off sanctuary lights you turned on at the beginning.
- ___ 14. After people go down to coffee hour, check things over.

- Turn off fans and close windows.
- If you used the attic fan, turn it off.
- Lock the Farwell Street door.
- Turn off hallway lights and Gathering Room lights.
- Turn out light by the women's restroom in the new addition.
- Lock the Gray Street door.

- Leave the security lights on in the Gray Street entrance.
- Close the doors between the sanctuary and the new addition.
- Turn off the walkie-talkie and return it to the Childcare Room