

A CHECK-LIST

- ___ 1. Arrive by 9:30 am. (code for keybox: **1 9 7 4**) Bring CDs to play before the service and during the Giving.
- ___ 2. Greet the speaker when he/she comes. Discuss any last minute details of the service.
- ___ 3. Check the chalice candle to see if you think it'll burn for the whole service. If it's burned down, replace it with one from inside the pulpit.
- ___ 4. Check that there are some little Joys and Concerns candles out.
- ___ 5. Test pulpit microphone. Instruct speakers on proper distance from microphone. Let them practice with it before the service. During the service, if you see that a speaker isn't at the correct distance from the microphone, please adjust it immediately.
- ___ 6. At 5 minutes to 10:00, light the pulpit candle.
- ___ 7. Good luck on the service. Follow the **Guide for Summer Worship Leaders** sheet, and enjoy the important role you're playing for the congregation!
- ___ 8. If the speaker is someone from outside our UUC community, give him/her a UUC mug after the service as a thank-you gift. The mugs are in the closet in the copy room.
- ___ 9. When you get home, write a thank you note to the speaker—either an email message or a US Post Office message, thanking him/her for the presentation.
- ___ 10. Okay, that's it. Thank you!

NOTE:

You will have a Program Assistant who will unlock the doors, turn on the lights and sound system, open the windows, turn on the attic fan, and play your CDs before the service and during Giving. He/she will do all these duties in reverse after the service.