

A.L.D. Schedule and "TO DO LIST"

Note A - Sanctuary Set-up for Thursday

Communion elements for team and support Communion ready
Crosses in Sanctuary with names on lanyards (put behind altar area for Send-off)
CD player and "In Remembrance" film ready
Sound system on
Podium and mike setup
Bible turned to Luke 24, candle, lighter and standing cross for evening chapel in place

Note B - Conference Room set-up for Thursday Night

Five tables up with
Three or four tables together in back for Table of Confusion
enough room for eleven women comfortable
Bell and purple books for everyone at Table of Confusion
"New Best Friend" powerpoint ready
Mike and sound system ready

Note C - Conference Room Set-up for Friday morning

Five tables up with
Three or four tables together in back for Table of Confusion
enough room for eleven women comfortable
Table names on tables
Notepads/Folders for pilgrims and team on tables
Altar set-up with candle, Bible, matches
Podium for speakers
LCD projector and screen for speakers
Table for LCD projector
Poster supplies on table
Cross in chapel for first speaker
Agape table with extra personal supplies and sheet for needs
Snack table set-up but empty
Copy of all talks (in case of emergency) at Table of Confusion
Mike and sound system ready
Podium cheat sheets (Introduction and Prayer to Holy Spirit)

Note D - Sanctuary Set-up for Closing

Table names on third through 6th pews/rows, first pew for Table of Confusion and music.
*Strong suggestion that tables sit on both sides of the aisle with a row in between them

Kitchen and Agape sit with the community.

Communion elements for large communion ready (two cups and two loaves).

Tissues in each row

Two questions and introduction cheat-sheet on podium

Sound and mike system ready

Candles

Speaker cross on podium