

## SET-UP COORDINATOR CHECKLIST

- \_\_\_\_\_ Remind high school and/or junior high youth to stay after church to help with set-up.
- \_\_\_\_\_ Remind parents of youth that their teens are needed for IHN set-up after Religious Education.
- \_\_\_\_\_ Be in contact with WEEK COORDINATOR to find out how many beds you need to put into rooms. The WEEK COORDINATOR should email this information to you by Saturday.

### SUNDAY MORNING:

- \_\_\_\_\_ Go to High School Class and/or Junior High School Class to remind students to stay and to help with set-up

### IMMEDIATELY AT END OF Religious Education:

- \_\_\_\_\_ Lead High School and/or Junior High teens to the Storage Room (lower level) **COTS ARE IN THE UNDERCROFT.**
- \_\_\_\_\_ Put two cots in the corner of the Imagination Room (for OVERNIGHT HOSTS) Open them. Insert only a blanket and a pillow and pillow case. Close them back up.
- \_\_\_\_\_ Move furnishings against the walls in those classrooms that will be used.
- \_\_\_\_\_ Place any scissors, art materials or important items into locked cabinet in each room or take it to the IHN STORAGE ROOM.
- \_\_\_\_\_ If room is unclean, sweep, vacuum and/or wipe surfaces with disinfectant spray (supplies in IHN STORAGE ROOM)
- \_\_\_\_\_ Place cots into rooms.
- \_\_\_\_\_ Open cots. Make sure each cot has a protective plastic cover on the mattress
- \_\_\_\_\_ **DO NOT MAKE UP THE BEDS.**
- \_\_\_\_\_ **PLACE THESE ITEMS ONTO THE BEDS:**
  1. fitted sheet
  2. top sheet
  3. TWO blankets
  4. pillow / pillow case
- \_\_\_\_\_ Place a face towel and a washcloth at the foot of each cot. \_\_\_\_\_
- \_\_\_\_\_ Make sure that every room has:
  1. a wastebasket
  2. a box of tissues
  3. a welcome sign on the door.
  4. A clock
  5. a radio
  6. A floor lamp
  
- \_\_\_\_\_ Put two classroom tables at end of hall with a few chairs.
- \_\_\_\_\_ Put two classroom tables into the Imagination Room with a few chairs.
  
- \_\_\_\_\_ Set up Imagination Room with the following IHN materials from Storage CLOSET:
  1. Games
  2. Toys
  3. Books
  4. Computer-on-Cart (in closet of Imagination Room.)
  
- \_\_\_\_\_ Put TV and a few videos (In closet of Imagination Room.) into the OVERNIGHT HOST SLEEPING ROOM. Plug in TV, VCR, DVD and check to be sure they are working.

### WHEN YOU FINISH:

- \_\_\_\_\_ If there are any problems (missing items, or broken things) please make a note in the IHN LOG which is in the IHN STORAGE ROOM. Also, please list the youth who volunteered in the log.

THANKS A BUNCH ! You may want to provide some refreshments for the youth and you! You can submit receipt for refreshments to SJC Co-Chair.to SJC Co-Chair.