

## **PSHP Set Up Crew Instructions for Fall 2017**

Try to move the least amount possible.

Each room will have a door sign with instructions for each room.

Keyboards in PSHP Teacher Room will need to go to Rooms 102 and Room 104

Keyboards in the Storage Closet Upstairs will need to go to Youth Room, Room 202, Room 120, and Room 116.

**Mid Day Crew** will need to reset chairs on the Rooms as listed for PM and also move the keyboard from Room 206 to Room 212.

### **Downstairs Education Wing GUITARS and HARP**

Room 103      6 chairs in am, **Mid Day** need total 15 chairs  
Room 102      20 chairs in am, KEYBOARD  
Room 104      16 chairs  
Room 116      15 chairs, KEYBOARD all day  
Room 120      18 chairs, KEYBOARD all day

### **Upstairs Education Wing BAND and THEORY**

Youth Room    10 chairs in am, **Mid Day** will need 15-35 chairs depending on Adoration Band,  
Big KEYBOARD all day  
Room 212      10 chairs, **MID Day** add keyboard  
Room 210-211AM 8 chairs, when Band combines it will be 27 chairs. **MID Day** need total of 15  
chairs  
Room 205      AM 5 chairs, **MID Day need total of 18 chairs**  
Storage Room AM 3 chairs, 4 Keyboards are stored in this room (for Youth Room, #202, #120,  
#116  
Room 203      Leave tables up and in rows facing board. 27 chairs all day  
Room 202      AM 20 chairs, PM 15 chairs. Add keyboard on table at front of class  
Room 206      8 chairs all day

**Turn over for Sanctuary and older building set-up**

## **Downstairs South Hallway by Church Office THEORY**

Room 100                      AM only=8 chairs

Connections Office      AM only=5 chairs

## **Sanctuary**

Take picture of altar, so we can reset at the end of the day.

Text picture to Kathy Love at 417-830-0303

Place chairs in a semi circle on the stage, with a big space between each chair

Place 8 in the first semi circle

AM=31 chairs                8 inner semi circle, 10 middle semi circle, 13 outer semi-circle

PM=40 chairs                8 inner semi circle, 10 middle semi circle, 14 outer semi circle, 8 in back

## **Downstairs North Hallway**

Nook                          3 chairs

Wiggle Room      3 chairs

Room 150      AM=5 small chairs, 10 medium chairs, 3 big chairs

No chairs needed in the PM

Music Room      AM=6 small chairs and 15 big chairs

PM=6 small chairs and 35 big chairs