

# UUFB Service Set-up Instructions

Please allow 1 hour for set-up (arrive by 9 a.m.).

Questions? Call Linda and Mike: 388-2953 (home); 581-1744 (cell)

**Two copies of these instructions with the referenced photographs are attached to the cart at the Senior Center.**

## A. ENTER THE BUILDING

The key to the entry doors is found in a small security box to the left of the double doors at the northwest corner of the building (the doors closest to the dumpsters). The code to gain access to the box will be communicated to the setup crew via separate email.

## B. SET UP ROOM FOR SERVICE

**IMPORTANT NEW CONSIDERATION:** Please take special care to protect the new wood floor from scratches and dents (UUFB will be liable for floor damage caused by us). Keep chairs with wooden legs on the carpeted area. Be especially careful when moving the podium.

1. Unlock both entry doors to the Senior Center and turn the building lights on. The light switches are located at seven locations along the walls as you progress from the entry foyer to the large meeting room. Also turn on the lights to the kitchen.
2. **Winter only:** raise the temperature at the two building thermostats to 70° F. The thermostats are located on (1) a column to the right as you enter the coffee area and (2) the northwest corner of the large meeting room between the stage and the UU storage room.  
**Note:** With the exception of the podium, All UU materials required for service set-up can be found in the storage room to the left of and behind the stage. The materials are stacked neatly on and around the metal cart in the closet. See photo # 13 for guidance. The podium is parked just outside the storage room in clear view.
3. Place the folding UU sign outside along Tamarack Street so that it is visible as you drive by the Senior Center.
4. Fold all long and round tables (use two people per table, if needed) and store them neatly in the southwest corner of the room until the service is over. Set the table

centerpieces aside in a safe place so that they can be returned to the tables after the service.

5. Position the podium, altar table (folding table), and UU screens (folding panels) at the front of the room to match the layout shown in photo # 1. Also position a long folded table to the right of the podium (as viewed from the congregation) to support the Peace or other banner. See photo # 3.

6. Set up the chairs in three sections. The numbers of chairs and general arrangement are described in photo #4. The first row of chairs should be about 10 feet from the podium.

**Note:** Roll the cart to the congregation area for ease of access.

Place a hymnal on every other chair.

7. Set up the altar table similar to the arrangement shown in photo # 2. The altar materials are in marked containers on the cart.

8. Set up one long folding table in the Senior Center entry area and carry the metal greeter's tray to the table. See photo #6. The greeter will arrange the materials on the table.

9. Set up another long table at the west end of the lounge area (on the wood floor, just beyond the carpeted area) for the second greeter. Set the large box containing the nametag boxes, the Friends & Members sign and the Sunday bulletins on the table. The greeter will arrange the materials. See photo #5.

10. Place a third long table, in its folded configuration, at the southwest corner of the wall separating the main fellowship hall from the kitchen area. Hang the bulletin board from the table by looping the board support wire over the table hinge. See photo #15.

11. Cover the bingo board in the northwest corner of the room with the blue sheet found in the box containing the altar cloths. Throw the balls over the board and pull the sheet over the board from behind until the sheet covers the board and presents a neat appearance. See photo # 3.

12. Leave the cart in the back of the room so people can put their hymnals on the middle shelf after the service.

### **C. PREPARE COFFEE and TEA (done concurrently with room set-up)**

1. Secure the Coffee Box from the storage cart. Fill the pot with water to the 30-cup mark and follow the recipe instructions on photo # 7. Plug in the coffee pot (if you are behind the counter facing west, the receptacle is to your left at the end of the counter).

It takes 30-40 minutes to make coffee. A small light on the pot near the dispenser nozzle will be lit when the coffee is ready.

2. Place cups, sugar cubes, creamer, and spoons by the coffee pot similar to the arrangement shown in photo # 7.
3. On the kitchen island across from the counter, there should be a coffee pot for hot water (belongs to the Senior Center). Fill 3/4 full with water and plug in. Place instant decaf coffee, cocoa mix, teas and spoons by the hot water pot. See photo # 8.

## **D. SET UP SOUND SYSTEM**

The sound system will be set up by selected individuals trained to do so and is not a responsibility of the set-up crew. A separate set of instructions exists for this task.

## **E. TAKE DOWN**

**Note:** Use photo # 13 as the guideline for organizing and storing all items on the cart and in the storage room.

1. Dismantle the altar area and return the various items to the cart and storage room.
2. Return the hymnals to the cart.
3. Set up the tables and chairs so that the room has the appearance shown in photo #14. This applies regardless of how you might have found the room. Return the centerpieces to the tables. Any additional tables used by the Fellowship for other activities should be taken to the storage room.
4. Remove the blue cloth from the bingo board and store in the box containing the altar cloths.
5. Retrieve the UU sign from Tamarack Street and return to the storage room.
6. The greeters should return their materials to the cart, but follow up to make sure this gets done.
7. Return the bulletin board to the storage room and place it against the wall behind the cart.
8. Unplug and clean the coffee pot; store in the Coffee Box. Return all other coffee-related materials to the Coffee Box, including the tea, cocoa, etc. used at the other serving station. Return the Coffee Box to its place on the storage cart.
9. Wipe down the kitchen counters and sink (make sure no coffee grounds, etc., remain visible). **It is important that this area be clean and tidy.**

10. **Winter only:** Set the thermostats to a night setback temperature of 55° F.
11. Verify that others are out of the building or are aware that you intend to lock the building. Then turn off the lights and lock the entry doors.
12. Place the key back in the security box by the back door (use same code).

2/4/2010