

#1

Altar area arrangement



screen centered behind podium

podium placed under overhead light

banner hung from podium light

altar table

Suggested altar table arrangement

#2



podium at right

pottery bowl, with stones and water covering stones

bowl of small stones

matches, lighting candle, candle holder

chime

flower arrangement (optional)

peace candle

chalice with candle

offering bowls

Selection of altar tablecloths available in plastic box

#3



bingo board covered with heavy blue cloth

folded table over which hangs Peace or other banner

right speaker

(Oops! These chairs shouldn't be here!)

Right front area

#4



left speaker

right speaker

left section: 5 chairs per row
center section: 7 chairs per row
right section: 4 chairs per row

hymnal on every other chair

about 100-110 chairs total

Chair arrangement



#5

chairs not used should be stored here

table for various signups, etc., if needed

name tags

Members and friends' greeting area

NOTE: setup crew sets up table; greeter arranges materials



#6

guest book

visitors' packets/other info

name tags

Visitors' table

NOTE: setup crew sets up table in Senior Center entry area; greeter arranges materials



#7

water

used spoon plate

clean spoons (from Sen. Ctr. kitchen flatware containers to left of stove)

sugar/Splenda packets

Use 1/2 cup coffee grounds - as measured in green plastic measuring cup - to every 10 cups of coffee - as indicated along inside wall of coffee pot.

Typically, we make 30 cups of coffee each Sunday.

Kitchen counter setup

(items stored in green Coffee Box in storage closet)

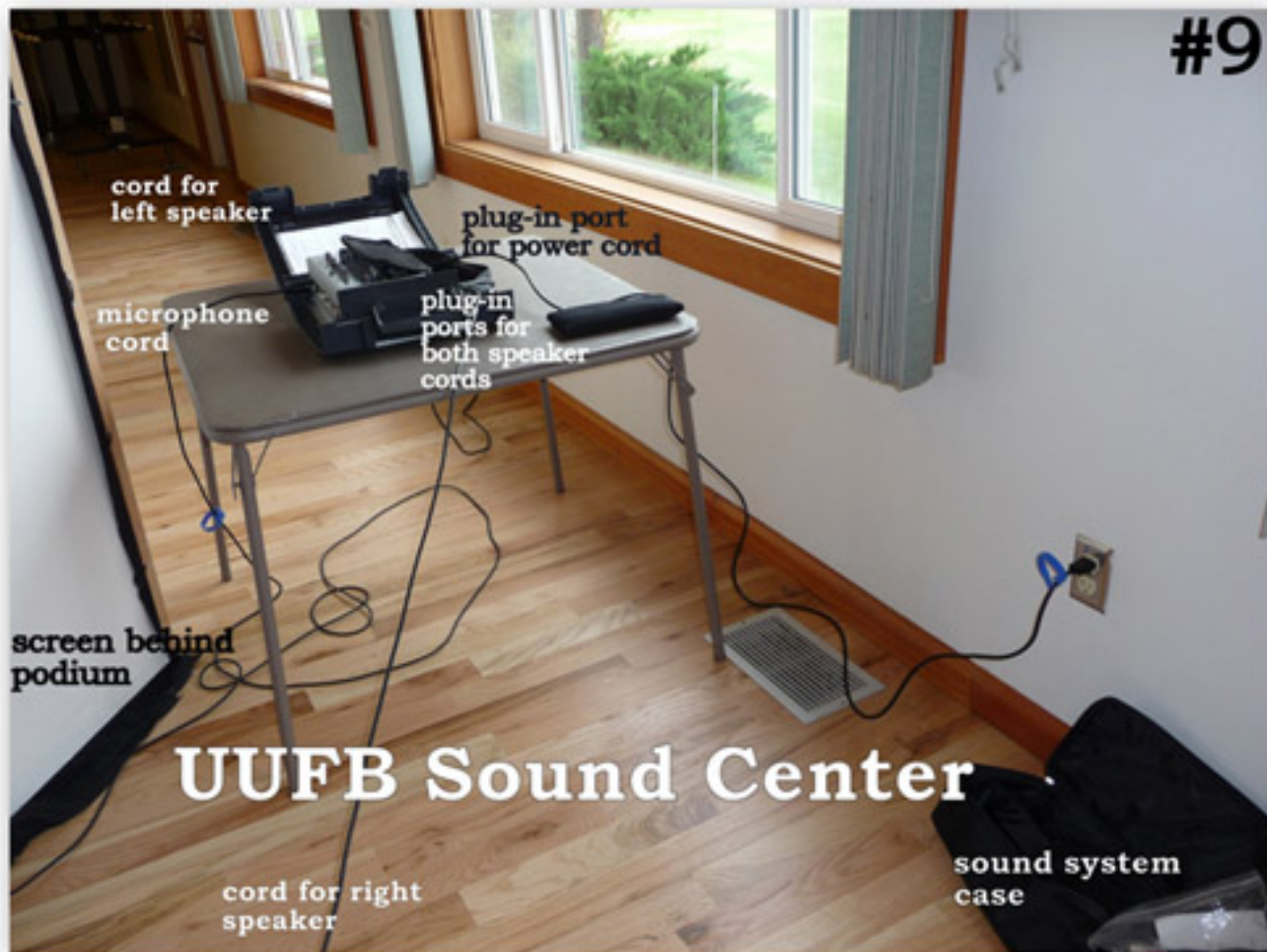


#8

Tea/instant cocoa/coffee area

Use Senior Center pot and spoons; put out UUFB paper cups, instant coffee, cocoa, tea bags and napkins.

pitchers to fill with water for opposite counter



#9

cord for left speaker
microphone cord
plug-in port for power cord
plug-in ports for both speaker cords

screen behind podium

UUFB Sound Center

cord for right speaker

sound system case



#10

Adjust mic stand so that extension arm is horizontal and does not obstruct view of speaker

Microphone on podium

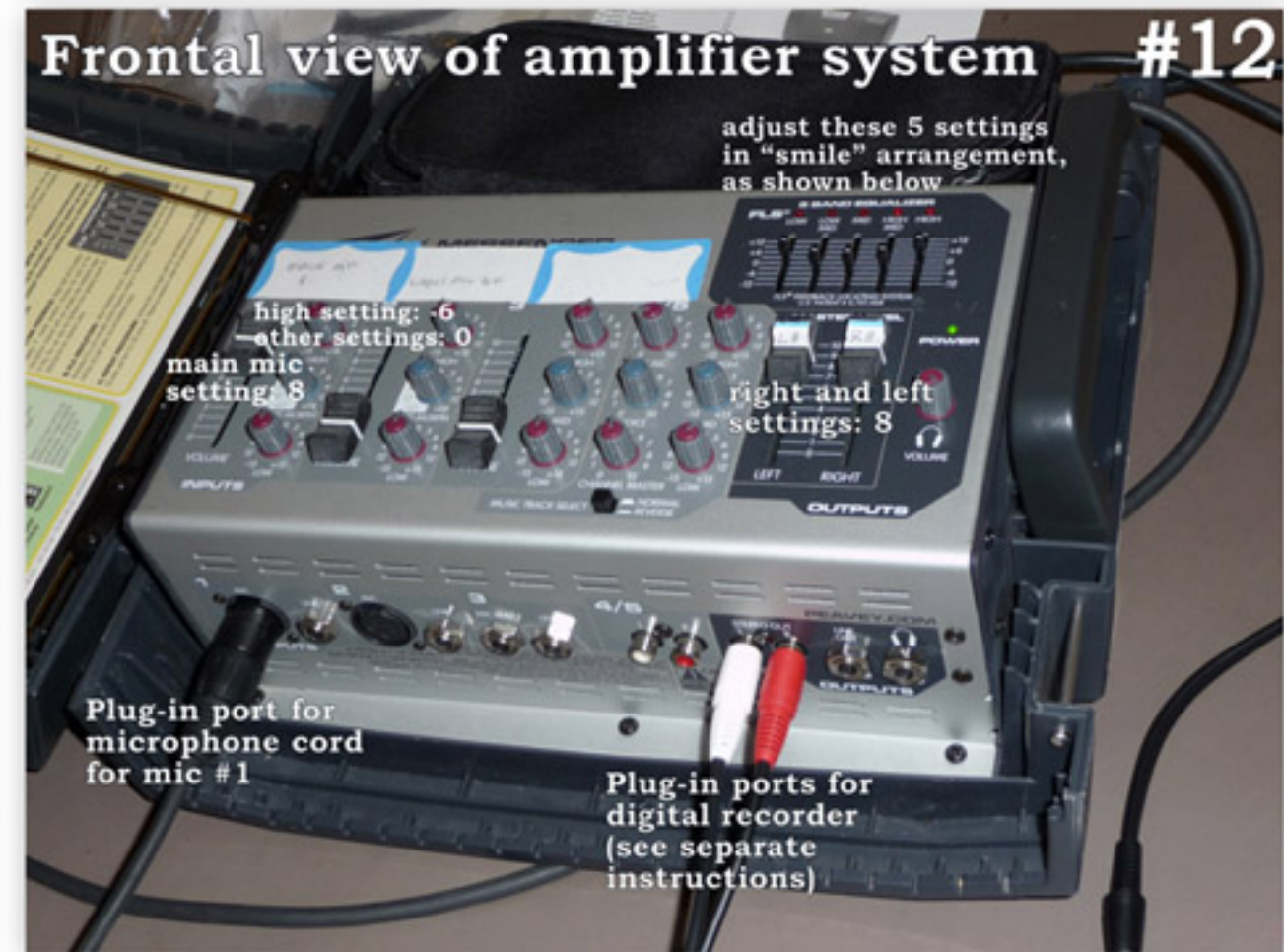


#11

Rear view of amplifier system

Plug-in ports for both speaker cords

Plug-in port for power cord



#12

Frontal view of amplifier system

adjust these 5 settings in "smile" arrangement, as shown below

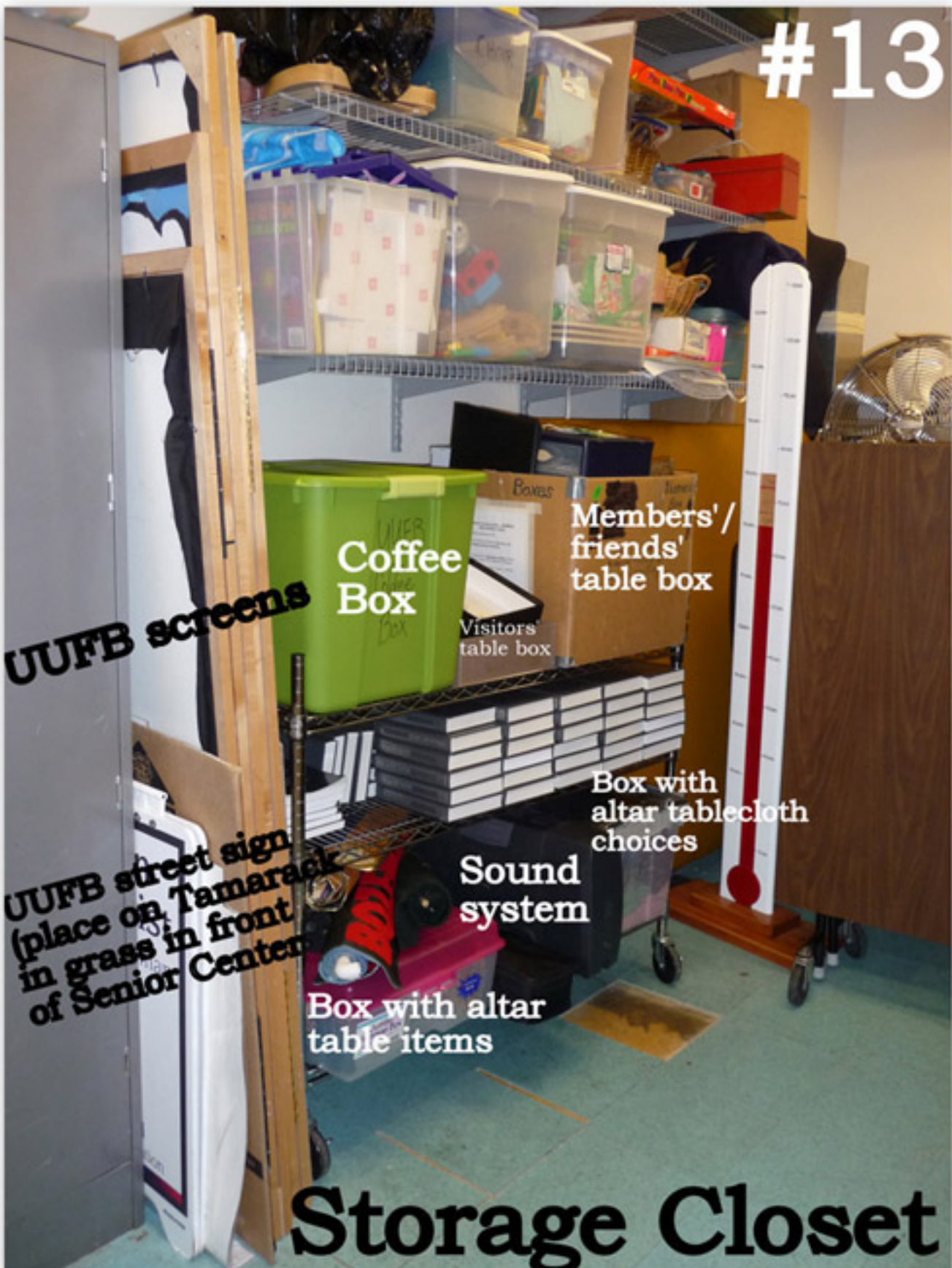
high setting: -6
other settings: 0
main mic setting: 8

right and left settings: 8

Plug-in port for microphone cord for mic #1

Plug-in ports for digital recorder (see separate instructions)

#13



UUFb screens

Coffee Box

Members' / friends' table box

Visitors table box

Box with altar tablecloth choices

Sound system

Box with altar table items

UUFb street sign (place on Tamarack in grass in front of Senior Center)

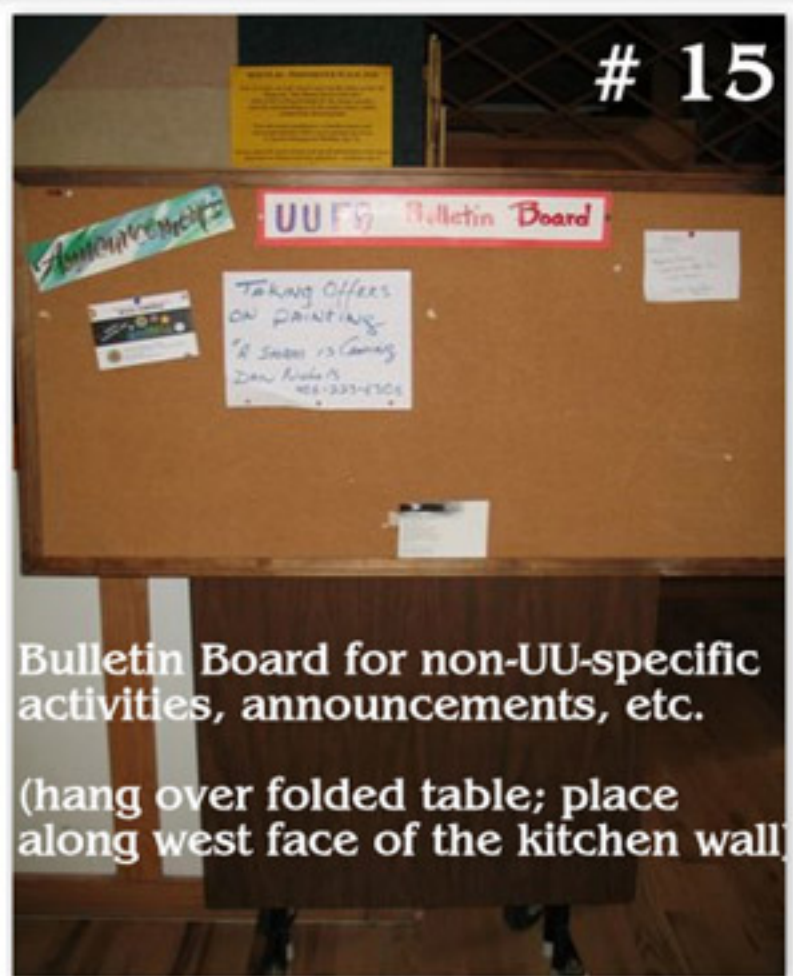
Storage Closet

#14



How Senior Center dining area should look before we leave: 5 long rectangular tables on each side of 4 round tables down the middle. Centerpieces replaced. Chairs replaced. Bingo board uncovered. All UUFb items in storage closet.

15



Bulletin Board for non-UU-specific activities, announcements, etc.

(hang over folded table; place along west face of the kitchen wall)