**Times for *Specific Agape* to be Given Out**

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| **Agape Item** | **Time /Where Given Out** |
| 1) Bathroom Spray (each room and lobby baths- 16 total)  2) Soap Dispensers or Soap (each room and lobby baths-16 total)  3) Kleenex (1 per room- 14 rooms)  4) Kleenex on Conference Room Tables (10 boxes total)  5) Bathmats (1 per shower) | Pre-Flight (Arrival Day): Before Caterpillars arrive, no later than 5pm |
| Needs List | Pre-Flight: around 6:00PM (Post in area to be seen by all Caterpillars) |
| 72 Hour Prayer Vigil Poster & Other Community Agape Letters | Day 1: around 2:30 PM (Delivered to LD by Board Rep/Chairperson) |
| 1) Small Candy Bowls **(NO Chocolate**)  2) Agape Keeper (Brown Handle Bags  to hold Agape) | Day 1: 5:30 PM Conference Room |
| 1) Worship book Covers | Day 2: 8:15 AM Conference Room |
| 1) ADD CHOCOLATE to Small Candy Bowls | Day 2: 12:00 PM Conference Room |
| 1) Worship Book Bags (if received)  2) Small Candy Bowls with  - **Combination of Hard Candy and Chocolate** | Day 2: 5:00 PM Conference Room |

**HINTS:** Keep extra candy, Kleenex, cups, soap, trash can liners and bathroom spray in a box labeled AGAPE in Agape Room. Some of these items have to be replenished daily during the Flight. **May be stored in staging room.**

**Agape Time Table**

**First Agape given:** Dinner on Thursday/Friday- First Full Day of Flight

Note: Always try to give out some type of wearable Agape each time.

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| **Day** | **Location** | **Time to Set Out** | **Amount of Agape** |
| Day 1  (Thursday/Friday) | Dining Hall for Dinner | By 3:30 PM | 3 Pieces |
| Day 1 | Conference Room | 5:30 PM | 3 Pieces |
| Day 1  (Thursday/Friday) | Dining Hall for Breakfast | 6:30 PM | 4 Pieces |
| Day 1 | Bed Agape- Bagged | 9:00 PM | 3 Pieces |
| Day 2 | Conference Room | 8:15 AM | 4 Pieces |
| Day 2  (Friday/Saturday) | Dining Hall for Lunch | 9:00 AM | 5 Pieces |
| Day 2 | Conference Room | 12:00 PM | 5 Pieces |
| Day 2  (Friday/Saturday) | Dining Hall for Dinner | By 3:00 PM | 8 Pieces |
| Day 2 | Conference Room | 5:00 PM | 6 Pieces |
| Day 2 | Bed Agape- Bagged | 9:45 PM | 4 Pieces |
| Day 2  (Friday/Saturday) | Dining Hall for Breakfast | 7:00 PM | 6 Pieces |
| Day 3 | Conference Room | 8:00 AM | 6 Pieces |
| Day 3  (Saturday/Sunday) | Dining Hall for Lunch | 9:00 AM | 8 Pieces |
| Day 3 | Conference Room | 12:00 PM | 6 Pieces |
|  |  | **Total** of Agape Items | **72 individual Agape items** (of 55 each) |

**\*\*\*Notes:**

**Using this as your guide, you will need 72 individual Agape items.** The idea is to start small and gradually increase the amount of Agape you put out as the weekend progresses. You always want a nice full setting for Banquet Dinner, Saturday/Sunday Breakfast and Saturday/Sunday Lunch. If you have more than 72pcs of agape, you may add to an Agape time or add an additional Bed Agape to the list on Sunday/Saturday before lunch. Check the schedule for best time to sneak in the rooms. If you do not have enough pieces of each given item, use it as Bed Agape or if using in the Conference Room or Dining Hall, just short the Back Table (music, media, Board Rep, ASD’s or ALD’s). However, make sure the place setting at the Lay Director’s Table in the Dining Hall where you leave the cards for announcing has 1 of every item. REMEMBER THAT ALL AGAPE BROUGHT FOR THE FLIGHT NEEDS TO BE SET OUT so if there is more then it calls for add pieces to each place starting small and increasing throughout the weekend.

**\*\*The "Time to Set Out" above is based on the group being on time with their schedule. You may want to make sure the Caterpillars are in the Dining Hall before you head out for the Conference Room, etc.**

***Wednesday/Thursday Pre-Walk***

* Unpack Boxes and Organize Agape Room & Put Sign On Agape Room Door
* Set Up Letter Mail Drop Box for Sponsor's to Leave Caterpillar’s Letters
* *Assign (1) Member* of the Agape Team to be Responsible for Filing Letters in the Mailboxes.
* Set up Mailboxes. Label Each Slot with Removable Labels, (1 slot for each Caterpillar and 1 for each Conference Team Member)
* Label Each Shelf (of bookshelves) with Agape Times / Location, i.e. Day 1 Conference Room 5:30, Day 1- Dinner 3:00, etc. as Agape Arrives Place on Appropriate Shelf (laminated shelf labels are provided)
* Check with ALD's to see if Any Supplies are needed in Their Conference Room Supply Tub (i.e. Medical, etc). Kleenex should be put out on each table, back table, music table, media room, and in Speaker’s prayer chapel.
* Put (1) Bathroom Spray, hand soap, and bathmat out in each bathroom. (Don’t forget LD/ALD cabin, and Lodge Rooms – if a team member is housed)
* Kleenex (1 box per room) . Check Each Bedroom/Bath for Tissue Paper, Start with 3 rolls, (1 on holder and 2 extra)
* Check the Conference Room Lobby Bathrooms for Tissue Paper, Paper Towels, Soap or Soap Dispenser
* Set Up an Area on One of the Tables in the Agape Room for Letter Writing with Note Pads, Pens and Envelopes
* Place a ‘Needs List’ in a common area for all Caterpillars to see before registration. Make sure ALD’s know where this is so they can explain.
* 7:00 PM Send Off and Sponsors’ Hour

***Day 1 (Thursday/Friday)***

* **7:00 AM:** Caterpillars Rise and Shine
* File Caterpillar's Letters as Needed
* Place Agape as it Arrives on Appropriate Day & Time Shelf.
* Count each item of agape to be sure there are enough in each (55 for each Flight). Make sure there is an Index Card for each set of agape, giving the name of the agape and who sent it. No individual names can be on agape. These index cards placed so the ALD's can read them to the Caterpillars.
* While Caterpillars are at outdoor chapel or during breakfast, check needs list and conference room to clean up cups, etc.
* Around **10:25AM**, (while Caterpillars are having pictures taken) check and straighten up conference room.
* Agape Board Rep will deliver Agape Wall Letters and 72 hr Prayer Vigil to Assigned ALD. Contact AGAPE Board Rep with any questions.
* **By 3:30 PM;** Set Up Dining Hall with First Agape, (pick something that can be worn), Place Agape Index Cards at ALD's Table Setting (this agape can be put out right after meal service has set up tables for dinner.)
* **3:15 - 5:30 PM:** Caterpillar's Long Break
* **5:30 PM:** Take First Agape to Conference Room: Set Out Small Candy Bowls, Agape Keeper Bags and Table Trash Cans, Clean Trash from Tables, Straighten Tables & Chairs, Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Can if needed, **CHECK CATERPILLAR'S NEEDS LIST.** Place Agape Index Cards on back table (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards). Be sure that you put agape at the back table, the music table, and media.
* **6:30 PM***:* Set up Dining Hall for Day 2 Morning Breakfast Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
* **9:00 PM:** Bed Agape, place in white lunch bags for easier distribution. Only enter caterpillars rooms and team members staying at conference center, Any team member not staying in conference center should have agape bag placed in front of door. Registrar will provide housing assignments, schedule, etc., day of flight. **Straighten Bed Covers on Each Bed Before Placing Bed Agape.**
* Check/ Replenish Bathroom Spray and Tissue Paper. Empty trash cans in Caterpillar’s rooms. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast.
* Note: The Bed Agape may be done while Caterpillars are in the conference room listening/reviewing talks after dinner. DO NOT FORGET THE TEAM MEMBERS NOT STAYING AT CONFERENCE CENTER!!!

***Day 2 (Friday/Saturday)***

* **6:45 AM**: Caterpillars Rise & Shine
* **7:40 AM:** Agape to Conference Room: Fill up Small Candy Bowls, Put out Book Covers, Clean Trash from Tables, empty Table Trash Cans, Straighten Tables and Chairs. Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK CATERPILLAR'S NEEDS LIST**, Place Agape Index Cards on back table
* **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
* File Letters as needed.
* Place Agape as it Arrives on Appropriate Day *&* Time Shelf.
* Make Sure Index Cards for ALD's to Read are Included with Each Agape Item.
* Put Caterpillar Name Card (provided by Board Rep) on appropriate T-Shirt size, then prepare them to be delivered to ALD’s.
* **12:00 PM:** Agape to Conference Room: Fill up Small Candy Bowls (**ADD SOME CHOCOLATE**), Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables and Chairs, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans**, **CHECK CATERPILLAR'S NEEDS LIST**, Place Agape Index Cards on back table (mark as Conference Room Agape, be sure to Include any Permanent: Agape Cards).
* **3:00 PM:** Help with Set Up for Banquet Dinner, Put out Dinner Agape, Place Agape Index Cards at ALD's Table Settings.
* **5:00 PM:** (During Dinner for Caterpillars) Agape to Conference Room: Check Candy Bowls, Empty Table Trash Cans, Clean Trash from Tables, Straighten Tables & Chairs, Check Kleenex Boxes, replace if Needed
* **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans**, **CHECK CATERPILLAR'S NEEDS LIST.** Place Agape Index Cards on back table (mark as Conference Room Agape.)
* **6:00 PM:** Set Up Dining Hall for Morning Breakfast Agape, Place Breakfast Agape *&* Friday Night Bed Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards (Won’t be placed on table until Sunday morning after the “Light your Life” worship service)
* **6:15 PM:** Set Up Bed Agape in white lunch bags: Straighten Bed Covers on Each Bed Before Placing Bed Agape, Check/ Replenish Bathroom Spray and Tissue Paper. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast
* **6:45 PM:** Take the Large Letter Box to the Candlelight Location for Community Members to Leave Caterpillar Letters and Agape for the Flight. **Make Sure Box Is Out of Sight Before Caterpillars arrive**. **When Leaving Candlelight** **Take Box Back to Agape Room.**
* **7:00 - 9:00 PM:** Candlelight
* **9:15 PM:** Blow candles out, if not they will be completely burned out by Sunday morning. (These are smaller candles and don’t burn as long)
* Note: It helps if you can get all the letters filed before going to bed.

***Day 3 (Saturday/Sunday)***

* **6:30 AM**: Caterpillars Rise and Shine
* **8:00 AM:** Conference Room Agape: Fill Up Candy bowls, Empty Table Trash Cans, Clean Trash from Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX**, Replace if Needed, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans**, **CHECK CATERPILLAR’S NEEDS LIST**, Place Agape Index Cards on back table (mark as Conference Room Agape).
* File Letters from Candlelight and Morning. Make Sure Each Pilgrim has at Least 10 Letters, if not Alert ALD and Sponsor (if possible).
* **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting.
* **9:30 AM:** Gather up Bathmats, soap, air freshener, cups and Kleenex from Caterpillar’s Rooms. (this may be done in the upstairs rooms during breakfast and the downstairs rooms after breakfast)
* **9:45 AM:** Gather up Any "Caterpillars Need Items" That Have Been Distributed, i.e. Towels, Bedding, etc. These should be in the foyer of conference room. Wash and Dry items and Return to Agape for Next Flight.
* Begin Working on Caterpillar's Packets, Place in Boxes by Table order, Get Letters ready to go with Packets. Flight booklet pages should be delivered no later than Saturday at lunch by Board Rep, **you will need to assemble these**. A sample will be provided. Photos will be brought to Agape Room by Photographer. These should be there on Friday evening.
* **10:00 AM:** Take Final Inventory of All Supplies, Post Needs in Agape Manual.
* **12:00 PM:** Final Conference Room Agape. Fill Up Candy bowls, Empty Table Trash Cans, Clean Trash from Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX**, Replace if Needed, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans**, Place Agape Index Cards on back table (mark as Conference Room Agape)
* **12:30 PM:** Finalize Packets. Put all of these in the clear plastic boxes by tables. Have Packets (Caterpillar Booklets, program from Sponsors’ Hour, program from Candlelight, Chrysalis Info Card, Chrysalis application and pictures) and Letter bag ready for ALD by **1:30 PM. (Make sure the ALD’s know these have been delivered)** They can be put in the foyer and covered up with a sheet or plastic tablecloth. The Lay Director and Historian gets a copy of each picture. Also, be sure everyone gets a booklet, program from sponsors hour and candlelight and appropriate pictures. Only the Caterpillars get the Chrysalis App and Info Card.
* **1:00 PM***:* Finish Packing of Supply Tubs. Place Tubs outside Agape Room **or notify Logistics** what tubs are ready for pick-up and storage. Clean-up Agape Room. Walk through of the area should be done with Logistics chair or a Board Rep **before** you leave area or camp.
* **2:05 PM –** Go to Conference Room gather any remaining agape items and pack.
* **2:1h5 PM**: Retrieve Candy Dishes, Table Trash Cans and Kleenex, pack in tub and give to Logistics to store.
* Bag and Give Leftover Candy to Agape Board Representative at Closing.
* Turn in Agape Manual, Workers Sign-in sheets, Historian Packet and Inventory to Agape Board Rep at Closing or before leaving camp.
* **4:00 PM: Closing**

**Other Notes**

* Be sure all Caterpillars have letters. If a Caterpillar has not received letters, ask the people who are serving, conference room team and those who come to Candlelight to write letters for them. Most people who come to the Agape room will be happy to do so. Some people come in and ask who needs letters. Also, let Board Rep know ASAP, so she can contact Sponsor.
* Try to have all agape for the next day sorted, boxed and cards ready by bedtime each night. That way it is convenient to the conference room for you to put out during breakfast and throughout the day.
* REMEMBER THAT ALL AGAPE BROUGHT TO FLIGHT NEEDS TO BE PUT OUT EVEN IF THERE IS A LOT. We would not want someone’s agape not to be given out.
* Be sure the Agape room is staffed before and after Candlelight. Many people visit during those times and need to write letters or ask questions about agape.

**CATERPILLAR PACKETS**

* Agape Board Rep will deliver caterpillar booklets to Agape room by 1:00PM on Day 2. Booklets are for everyone in Conference Room, Community Lay Director and Historian. Total of 55 booklets and programs will be provided. (If there are extras, give to Board Rep to destroy immediately)
* The10x13 manila envelopes and Letter Bags for Caterpillars and Conference Room Team will be hand decorated by the youth in the Fun Hut and delivered before candlelight.
* Sort pictures, manila envelopes, and letter bags by Table Name.
* Packet Contents: Flight Booklet, Table Pic, Group Pic, Name list (if done), Chrysalis Info Card, Application, Sponsor’s Hour and Candlelight Programs.

**Thanks for your acts of service! Fly with Christ!**