**LOGISTICS**

Updated: 11-1-16

**First Day Evening**

1:00 PM 1. Arrive at camp to unload the trailer.

2. Place all contents of the trailer at their designated areas for the weekend. The chairperson of each area will unpack and setup their area how they want it.

3. Make sure all trash cans have trash bags in them. (Throw some extra bags in the bottom of the can for the rest of the weekend.

3:00 PM Set up tarps in the Conference Room and Meal Service areas.

* Conference Room: Place black tarps across both back (away from the lake) entrances to the conference room. You may need to hang the cables. If so, they should be in the box with the tarps.
* Meal Service Area: Hang the tarps across the back of the dining hall and up the stairs. The tarps will be numbered, overlap tarps 2 through 5.

4:00 PM 1. Set up for Send Off/Sponsor’s Hour:

- ***Send Off***: Send Off will be setup in the kitchen of the conference room building.

- Make sure chairs are setup for parents, sponsors, and caterpillars to sit with a center row. Begin at the front of the dining hall making sure that there is enough room for the speaker podium in from of the glass wall. Ensuring there is a 4 to 5 feet wide center aisle" place rows of chairs on both sides with approximately 8 chairs in each row.

- At the front of the room make sure there is a podium of some sort for the weekend Lay Director to use during Send Off.

- If the weekend Lay Director wants a microphone, make sure that sound equipment is setup for this service.

- ***Sponsor’s Hour***: Sponsor’s hour will be setup in the indoor chapel across from the Agape room.

- Make sure metal butterfly cross is out and the butterfly cross necklaces are ready to be hung.

- Make sure chairs are arranged for the parents and sponsors to sit.

2. Have the CAC banner set up on stage.

3. Set up the conference room according to the diagram provided. If you need to adjust the setup to accommodate for room size, number of tables, etc., that is fine. Check with the CAC Logistics Board representative for final conference room setup approval.

4. Make sure the conference room supply boxes are behind the CR workers table.

5. Attend Send Off.

**Second Day**

**\*\*See schedule for Conference Break times. During each break time, check to see if trash needs to be emptied and check bathroom supplies are plentiful.\*\***

9:15 AM Setup for Conference Room pictures.

* Setup chairs and kneeling pads at the outdoor chapel in front of the three crosses.
* If it is raining, verify with the weekend Lay Director where he/she would like for pictures to be taken and have that area setup.
* Once the Photography chair arrives (around 10:00) make sure they have everything that they need and the setup of chairs is appropriate.

7:30 PM 1. Set up for the Prodigal Talk using the diagram provided. You can coordinate with the Worship Chair in the set up since they will be setting up for this service at the same time.

2. Make sure the mic at the podium is on and adjusted.

3. Make sure the lamp is angled so the light doesn’t shine directly in the faces of the caterpillars, but is clearly over the podium for the speaker so they can see their talk. Depending on the lighting you may need to shine one of the lamps on the Prodigal banner.

**Third Day**

**\*\*See schedule for Conference Break times. During each break time, check to see if trash needs to be emptied and check bathroom supplies are plentiful.\*\***

**10:00 AM Make sure the Book Table rep has everything they need for setup.**

1:00 PM Set up chairs in groups around the outside of the Conference Room, 6-8 chairs per group depending on the number of people per table, for group prayer time. Leave enough room between the groups so prayer times can still be private.

4:00 PM Setup up indoor chapel for Light Your Light mime service for Sunday morning.

* Make sure tarps are setup around the room.
* Consult with the mime chairperson on how they want the chairs setup in the room.
* There should be enough chairs for the entire conference room team

6:15 PM 1. Set up for Candlelight service using the diagram.

2. Make sure there is a mic at the podium and that it is on and adjusted.

3. Check with the music directors to see if they need anything.

4. Coordinate with the Worship and Candlelight Chairpersons on setting up tables, chairs, and candles.

7:00 PM Attend Candlelight

10:00 PM After Candlelight is over and the caterpillars have left the area, work with the Worship and Candlelight teams to clean up for the next day.

**Fourth Day**

**\*\*See schedule for Conference Break times. During each break time, check to see if trash needs to be emptied and check bathroom supplies are plentiful.\*\***

12:00 PM Begin packing trailer as each area is completed throughout the day. Please pack the trailer where all of each area is together for easy unloading at the next flight.

1:30 PM Set up for Closing per the diagram

3:15 PM Break down Conference room and setup for cross service

* Arrange chairs in the middle of the room facing the podium. One table per row.
* Bring metal butterfly cross with necklaces on it from the Prayer Chapel and put at the front of the room.

4:15 PM Attend Closing

After Closing clean up and take down the worship area and conference room. Gather all the Chrysalis items to return to storage. Return any tables and chairs used. Make sure the Logistics manual is returned to the CAC Board Rep.













