

Central Alabama Emmaus Community

Bed Tag Instructions

Purpose: To provide the Pilgrim with a personal space and sense of belonging on their Walk to Emmaus.

Instruments Used: Phone, computer, email, faxes, copier, laminating machine, etc.
Various arts and craft items. Imagination !

Persons involved: Chairperson of Bed Tags
Co-chairperson of Bed Tags
Lay Director of Walk

- 1. The Chairperson of the Bed Tags should contact the Lay Director for the upcoming Walk to discuss what theme, verse, clipart, graphics, special artwork, or colors they have chosen for their walk. Much prayer has gone into their choices and should be respected in every detail.**
- 2. The type of bed tag hanger is another consideration with many choices such as jute, ribbon, twine, leather, string, etc. Because the bed posts are of different diameters it is suggested that a length of 24" – 26" be used when a bow to be tied is desired.**
- 3. At the First Team Meeting for the upcoming Walk, the Bed Tag Chairperson should exchange names, and contact information with the Chairperson of Housing and Registration in an effort to coordinate optimal results for the Walk.**
- 4. The Bed Tag Chairperson will begin receiving completed and updated lists of Pilgrims and Conference Room Team members from the Housing and Registration Chairperson and/or the Registrar as changes occur. History has shown that many changes such as dropped and added Pilgrims and Conference Room Team members, along with room, and upper/lower bed assignments can occur up to and on the day of Registration and Send Off. It is recommended that several extra bed tags with NO NAMES be made in the event that last minute substitutions and/or changes have to be made. Bring a thin tipped felt writing marker (in appropriate color) with you to the Camp when you come to hang the tags.**
- 5. A sorting system for room assignments and alphabetizing is a necessity for ease of accessibility and quick changes. Sort bed tags according to Dorms and rooms. The Bed Tag Chairperson is responsible for hanging bed tags as soon as possible on the day of Registration and Send Off. It takes a least an hour with both Chairperson and Co-chairperson to hang the tags. Pilgrims in the past have arrived as early as 5:30 PM. It is recommended that 4:00 PM be the latest to begin.**
- 6. Fill out a Log-In Worksheet and send it in to Team Selection Chair for credit worked. This area is NOT reimbursable.**