**LOGISTICS HANDBOOK**

UPDATE: June 2017

**Day 1:**

No later than 12:00 Meet at Camp Alamisco to unload trailer and get selected

materials from shed. Make sure Chrysalis sign is at Camp Alamisco sign on the main road.

 All containers/boxes will be marked with their respective

 area. Place containers/boxes in area locations.

Sweep sidewalks if needed around conference room building. Make sure all trash cans have 3-4 spare trash bags in the bottom and one opened.

2:00 PM Set up tarps in the Kitchen/Dining Room area. These tarps will be in the shed at the bottom of the hill. Follow the numbers on the tarps and go from the kitchen side toward the stairs as you hang them. All tarps should overlap ends except for tarps1 and 2.

 Set up chairs for Send Off in Dining Room:

Set chairs up starting about 20 feet from the large windows. Leave 4-5 ft. of space between rows as a center walk way. You can place about 8 hairs in rows on either side of the center aisle. There should be around 75-80 chairs.

Place one podium and a microphone and speaker at the front of the room facing towards the chairs.

4:00 PM Have CAC Banner set up at Conference Room stage. Get with Logistics Board Rep or Flight Lay Director for exact number of round tables/chairs needed in Conference Room. Back table will have 9 chairs set up for SD/ASDs and LD/ALDs. Hang banners from shed box across entryways leading into Conference room. Place all boxes/containers behind back table on right side of Conference Room. Have Logistics Board Rep check table placement when done.

Set up for Sponsor’s Hour in the Indoor Chapel:

Tarps will be in shed box. Follow number sequence all the way around room to insure all walls are covered.

Make sure Sponsor’s Hour Chair has all items/boxes for set-up. Assist as needed.

 Attend Send-Off.

**Day 2:**

\*\***Make sure you have a copy of the weekend schedule. During Break times make sure you are setting up for next talk/pictures/etc.\*\***

 Serve Breakfast if available.

9:00 AM Set-up for pictures:

At Outdoor Chapel set up 10 folding chairs in front of crosses facing the stadium seats. Have an extra 4-5 on hand. Have 10 kneeling pads set out in front of chairs.

Make sure Photography Chair has everything they need.

If it is raining check with Lay Director for where pictures will be taken.

 Serve lunch if available.

7:00 PM Set Up for Prodigal Talk:

Coordinate with Worship Chair so that you can assist each other in set up.

Ask Weekend Lay Director where Prodigal Talk will be held, either in Conference Room or Pavilion.

Set out rows of chairs that correspond to each table (one row per table) with a box of Kleenex at the end of each row. Place 10 chairs in back of room for LD/SD tables. Center Prodigal banner at front of room with table for Worship. The podium and lights are set up to the right and the large wooden cross goes to the left. A small basket with a hammer, nails, slips of paper, and pens should be at the foot of the large cross.

Check mic at podium to be sure it is functioning. Check lights to make sure one is focused on the speaker’s notes for talk and one is focused on the banner.

**Day 3:**

\*\***Make sure you have a copy of the weekend schedule. During Break times make sure you are setting up for next talk/pictures/etc.\*\***

 Serve breakfast if available

10:00 AM Make sure the Book Table Chair has everything they need.

1:00 PM Set up 15-20 chairs around Conference room building for group prayer time. Chairs should be in 3 groups on the upstairs balcony, two groups at the back corners near the lake and one on the balcony closer to the building entrance.

6:00 PM Set up for Candlelight Service at the Pavilion:

Set out chairs in two sections with a 6 ft. aisle running down the middle of the pavilion. You will need about 100 chairs. They will be in the back of the pavilion through the double doors. Set up podium and mic to the left-front of the chairs. Make sure all boxes are there for Candlelight and Worship chairs to set up. Assist them with any arrangement.

7:00 PM Attend Candlelight

10:00 PM After Candlelight is over and Caterpillars have gone clean up area for the next day. If it is very late there is time in the morning of Day 4.

**Day 4:**

\*\***Make sure you have a copy of the weekend schedule. During Break times make sure you are setting up for next talk/pictures/etc.\*\***

 Serve Breakfast if available.

8:00 AM If Candlelight was not completely cleaned up the night before then complete clean up and pack up boxes in trailer.

9:00 AM Ask areas to pack their boxes as they are getting done with them. Once an area is completely finished and packed up then transport boxes/containers to trailer or shed. Continue this throughout the day. Be polite, do not rush the area chairs.

 Serve lunch if available

1:30 PM Set up Closing Ceremony in Pavilion:

 Set up chairs similar to Candlelight with one 6 ft. aisle going down the center. The communion table should be at the end of this aisle with the podium directly behind it. the kneeling benches are set up equal distance on either side of the communion table. The Chrysalis banner can be hung in front of the podium and behind the table. Behind the podium center two chairs. Then lay out your rows for the Caterpillar tables (See diagram). Behind these rows will be one row for the LD/SD table and the Jesus banner will be hung on the wall centered behind the chairs. Make sure mic and stand are set up with speakers for the podium.

3:15 PM Break down Conference Room and set up for Cross Ceremony:

 Fold up and move tables to the side walls. Leave back table. Set up chairs in the center of the room, one row per table. Place large cross with butterfly necklaces to the front of the room and center it on the rows. Place podium with microphone on the left of cross near the end of the first row.

4:15 PM Attend Closing

After Closing Continue to clean up and assist in breaking down areas. As areas complete boxing up their equipment take it to the trailer. All tarps remain in the shed for use by Emmaus. Make sure that area containers/boxes stay together in the trailer so that they are easy to locate when unpacking

Thank you very much for leading this vital area! Your hard work and assistance has made this weekend possible; you will never know how many hearts you have touched and the impact you have made on these young people’s lives but you are making an amazing difference with everything you do. Please return this manual to the Chrysalis Logistics Board rep or the Weekend Lay Director.

**THANK YOU!!**