

Logistics Handbook

Revised March 2010

Introduction

Fundamentally, we are all here to serve our Lord during this Emmaus Walk, as well as the Conference Room Team and Pilgrims. At our Walks, we were blessed and we have come back to share our Agape Love so that the Pilgrims may be blessed also. We are doing this in the area of **Logistics**. This is behind the scenes. No pilgrim will know what you have done, nor will many of the Team. But, we are servants and need to always work as unto the Lord. Logistics is a vital part of the overall operations of a Walk. If it does not work well, the Walk will not work well. It is not the only vital area and other work areas are equally vital to the success of the Walk.

Three functions of the Logistics Area

1. We deliver the supplies to each area before the walk. Each tote box, piece of furniture, or equipment should be marked or labeled for the specific area of use (Agape, Worship, etc.).
2. We pick up supplies from each area at the end of a walk as the work area chairperson notifies us that they have items ready to return to storage. All items should be stored neatly by work area in the Emmaus storage shed.
3. We also help as requested by the Lay Director and the ALDs where ever we are needed.

Remember, even though we are there to work Logistics, we also should be ready to assist other work areas that may need our assistance. Even though Logistics is not responsible for items that have been placed in the wrong tote box, we are sometimes called upon to assist in finding the items.

IMPORTANT: "It is always better to be kind, than to be right." Our foremost purpose is to be the hands, feet, and face of Christ to all.

LOGISTICS TEAM RESPONSIBILITIES

The Central Alabama Emmaus Community Board of Directors member responsible for the Logistics work area will:

1. Contact the cluster lay director of the primary support cluster responsible for the Walk to identify a member of the community who will commit to chairing the Logistic work area for the Walk. **The chairperson must have previously worked as a logistics team member.** Ideally that person will have experience working logistics each day of the Walk and is committed to be at the Walk site for all four day of the Walk.
2. Provide the chairperson with a copy of the Logistics Handbook if they cannot download the document from the CAEW web site. The Board member should also provide advice, training, and assistance to the chairperson as necessary before and during the Walk.

RESPONSIBILITIES OF THE LOGISTICS CHAIRPERSON

1. Recruit and schedule a sufficient number of team members to work each day of the walk. The following is a suggested number of person for each day of the walk:
 - a. Day One (Wednesday or Thursday)--at least 6-8 including the chairperson. (This usually begins between 8 and 8:30 a.m. **You will need a pickup truck, preferably with four wheel drive, capable of pulling a 14 foot trailer with a trailer hitch.** The four wheel drive is needed if it is raining or has been raining because of the slick drive down to and up from the storage building. A second pickup and trailer is best and will facilitate getting things unloaded and delivered in a speedy manner and will assist in getting things put away and packed up on the last day.
 - b. Day Two (Thursday or Friday)--2, preferably including the chairperson. A pickup truck should also be available.

- c. Day Three (Friday or Saturday)--At least four plus the chairperson. A pickup capable of pulling a trailer.
 - d. Day Four (Saturday or Sunday)--At least 6-8 including the chairperson. A pickup truck capable of pulling a trailer, two is better, with four wheel drive.
2. **Attend the first team training session for the Walk**, and encourage logistic team members who have not worked logistics or have not worked logistics recently to attend so that you can train them.
 3. Make sure that the following equipment is available to use during the Walk:
 - a. At least one pick-up truck with trailer hitch and four wheel drive if possible.
 - b. Flash light(s)
 - c. Tool box with basic tools (screwdrivers, pliers, hammer, etc.)
 - d. Trailer
 4. For Men Walks, Logistics team is responsible for seeing that the trash baskets in the pilgrim's rooms are emptied at least once daily. While the pilgrims go to morning chapel or during the breakfast/lunch time seem the most logical time. Also make sure there is sufficient Bathroom Tissue in each room and in the two bathrooms of the lobby (this should be for both women and men walks).

Day One (Wednesday or Thursday)

8:00 a.m. meet in the conference room for prayer and task assignments.

TASKS

1. Use a leaf blower (if available) to blow off the sidewalks and entrance areas surrounding the conference center (including kitchen area), the indoor chapel, and the agape/worship area. This will help avoid tracking leaves, dirt, and pine needles into the buildings. Also blow out the pavilion where candlelight and closing are held. Turn on the heat/air in the pilgrim rooms, conference room, and dining hall. Go to Alamisco Inn and turn on the heat/air in each room being used. Check out the lights, water, and commodes in each area including the bath house (both men and women's side). If needed, spray all areas with deodorant/disinfection spray to freshen them up.
2. Turn on lights throughout the conference center along with heat/air. The thermostats for the conference room are located near the doors to the two restrooms located in the foyer. The thermostat for the dining room is located on the left wall of the dining room. Most bedrooms in the conference center have window units that provide both heat and air. For cooling, the higher the setting on the unit, the cooler the room. For heating, the lower the setting the warmer the room. If there is a space heater in the room, make sure that it is working. If this is a women's walk, please ask the Lay Director and/or one of the ALDs to caution the ladies about using hairdryers and curling irons. Too many can cause the circuits to be tripped. The circuit boxes are located in the rear of the dining room in the set of double doors closest to the kitchen. If there are not heaters in rooms and you discover they will need one look for them in the closets at the back of the dining hall. If you cannot find enough heaters or if any of the heaters/air units don't work, contact the Camp Ranger, Jason.
3. If chairs are set up in the conference room, stack them up along the wall. Replace light bulbs as necessary. Ask Camp Ranger where replacement bulbs and ladder are located, if you do not already know.

4. Vacuum if necessary.
5. Go to dining room and set up for Send-Off. Stack up chairs. Move tables to the sides of the room, stack one on top of the other two high. Sweep/mop if necessary (if needs to be swept, you might try the leaf blower on low power.). Replace florescent bulbs as needed. On the left side of the dining room, you will find a square table with a juice dispenser sitting on it. Get one ten (10) foot tables and one eight (8) foot table and one four (4) foot table from the metal storage shed located outside the dishwashing area of the kitchen.



Set up another eight (8) foot table in the Refreshment area of the kitchen. The refreshment area is located in the right rear area where the desk and phone are located.



The other (10) foot table is located in the Food Service area in the rear of the dining hall. The four foot table is put in the Meal Service area for the Speaker's Prayer Chapel personnel to eat.

Set up chairs for Send-Off. Begin at the front of the dining hall making sure that there is enough room for the speaker podium in front 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. Do not block the door on the left side of the dining hall nearest the windows. You will need at least 100 chairs. Some of the chairs may be located outside and if you bring them in, please make sure they are wiped down for they may have dirt and pollen on them. Make sure that the small podium and sound equipment is placed in the front of the dining hall and the sound equipment is hooked up and working.



6. Move mattresses, bed frame and bedding out of Room # 1 of the rooms located to the left of the Conference Center. This will be the Prayer Chapel.



Put these into Room #5 on the backside. Take the mattress, bed frame and bedding out of Room #4 and put them in Room #5.



Room #4 will be the room for hanging of Banners.



7. Leave Room #2 as is, it will be used as a dressing room for the Speakers.



8. You are now ready to move all of the furniture and supplies from the Storage Shed to the areas where they will be used during the walk. The tote boxes, furniture and equipment should be color coded and labeled. The Color Codes are as follows:

LOCATION	COLOR CODE
Pavilion/gymnasium	Blue
Agape (Nature center, left room, put in back to right)	Orange
Worship (Nature Center, left room, put on counter to left)	Purple
Speaker's Prayer Chapel (Room #1 above kitchen)	Yellow
Banner Box (breeze way between Conference Center and rooms above kitchen)	Gold
Book Table (Agape Room, on counter in left of room.)	Gold
Conference Room	Brown
Food Preparation (Kitchen from sink forward to serving area plus two metal shelves and rolling racks)	Green
Meal Service (Back of Dining Room plus two green shelves)	Red
Refreshments (back of kitchen on table by desk and phone, plus white shelf and rolling cart)	Pink

When you open the Storage Shed, the first items you see will probably be the podium, kneeling benches, alter table, etc that were used at Closing ceremony for the previous walk. Load these into your truck/trailer first and take them to the Pavilion. Put them up against the front wall near the Camp Offices.

9. Load the furniture and tote boxes labeled or color coded for Speaker's Prayer Chapel to Room #1 at left side of Conference Center. This will include a small kneeling bench, a table, a round table with pedestal.
10. Move the wooden banner rack to Room # 5 and assemble. Move the banner box to the breeze way between the rooms above the kitchen and the Conference Center. Also move the box of umbrellas to the breeze way.
11. Hang the "Welcome to CAEW" banner over the entrance to the Conference Center. Hang the " Central Alabama Walk to Emmaus" banner over the glass fronted display case in the conference center foyer.



The "Dying Moments" and "I've been expecting you" banner go to the worship area. The "Have you seen Jesus" banner and the CAEW gray banner go to the pavilion for use during Candlelight and Closing.

12. Move all white and stainless shelving units into the kitchen.
13. Move the green shelving units and the Meal Service red color coded boxes into the rear of the dining room plus all boxes containing plates, cups, eating implements, cereal, condiments, coffee, sugar, and creamers.
14. Move all Refreshment items (should be colored coded pink) to the back of the kitchen.



15. Move all items colored coded for Agape, Worship, Book Table, and Serenade to the Nature Center. Place Agape in back right, Worship to left around the counter, Serenade on the Counter, and Book Table on the counter. There will also be four (4) plastic shelving units for agape.

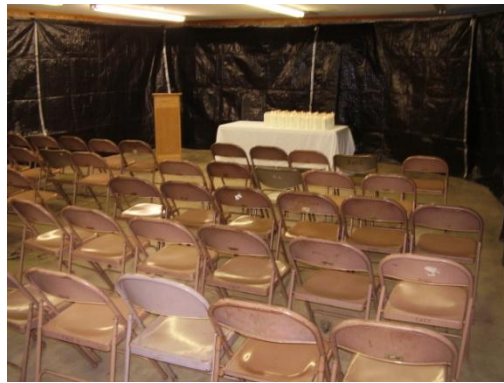


16. Move all Candlelight items (color coded Blue) to the outdoor gym/pavilion. Place them against the inside back wall (closest to the fire truck).
17. If you are chairing Logistics the first walk after the Summer, move 56 of the white chairs to the indoor chapel (Dying Moments Room) from the storage room of the pavillion. There should be 20 metal chairs in the indoor chapel behind the blue curtain. Also make sure that you have the tote box containing the black tarps to be hung in the Dying Moments Room. Hang the tarps inside the room. The cable will be up. The tarps should be numbered. Begin with #1 on the wall with the double doors and continue hanging to the left all around the room. Make sure you overlap two grommets as you go around the room. The back wall will already have a blue curtain hung. Put the tote box in the agape room. There will be black tarps left over to be used in the porch area. They will be put up on Friday/Saturday morning after breakfast.



18. Set up the indoor chapel for Sponsor's Hour. This will include the following:

- a. Place a six (6) folding foot table in the front center (left end as you enter the room) leaving enough room for the Sponsor's Hour chairperson to walk behind the table to light the candles. Place the cross that will hold the Pilgrim's crosses to the right of the table and the small wooden podium to the left of the table. Arrange chairs with enough room on the side and down the middle to walk. Usually this will mean 5 chairs to a row on each side of the center aisle. There should be approximately 72 chairs in the room (56 should be the white ones). Make sure the air conditioning or heat is on in the room. The thermostat is located on the back wall to the left (lake side) above the shelves. Make sure that the chairs are facing the lake side of the room.



19. Return to storage shed and move all round tables and any remaining rectangle tables and other furniture, (podium, wooden alter table, and tote boxes (color coded Brown) to the Conference Center. Set up the podium and wooden alter table at the front (lakeside) of the Conference Room. Close blinds on the windows and door. hang the Walk to Emmaus Banner to the right of the pull down screen. Set up two ten (10) foot tables and one eight (8) foot table at the back of the room for the conference room team and board representative. Set up 10 chairs at these tables. Set up seven round tables for a woman's walk and six round tables for a men's walk. Place tables so that open end of table legs face the front of the room. This is where the Table Leader will set and he/she doesn't get to scramble so we want them to be comfortable in terms of leg room. Place eight (8) chairs around the tables.



Make sure the chairs are stable and in good shape. Place one eight (8) foot and one four (4) foot table in the foyer, on the left wall with at least three chairs behind it for Housing and Registration. Place an extra round table and two 8 or 10 foot tables to the right outside the front doors of the conference center for Refreshments and Book Table. There is also a Rubbermaid cabinet that will be placed to the right of the front doors of the Conference just around the right corner of the building.



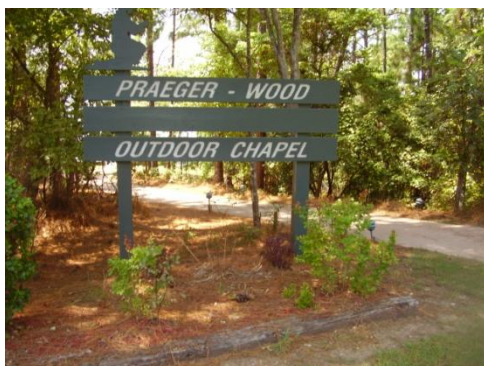
If there are tote boxes with full drink bottles also place those beside the cabinet. Place the radios (2) in the conference room near the ALD area and plug them in to be charged. Place a large trash can with liner in the foyer, and place several large black plastic trash bags (found in the kitchen) near the Refreshment area. All of the extra tables are located in the small storage building behind the kitchen area.

20. Place portable flood lights in front of the conference center with extra extension cords. This may be used, if needed, on the first night as pilgrims arrive and during the post-candle light party.

21. 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.



22. Place the "Designated Smoking" sign and yellow bucket and "Park only in the Designated Areas" signs in the appropriate areas outside the conference center.
23. Take a microphone to the Outdoor chapel. Know how to turn on the lights. There is a power box on the left side of the entrance to the Outdoor Chapel. Make sure these are turned on. There is a light pole on just to the left and in front of the podium at the rear of the Outdoor Chapel. There are dimmer switches for the flood lights. Inside the podium cabinet, is the sound equipment. Make sure the speakers are connected and connect the microphone to the mike wire. Turn on the system and make sure it is working. Later that day, locate the Worship Chairperson and show them how to turn on the lights and the sound system.





24. On Thursday/Friday take twenty-four (24) chairs from outside the dining hall and place them along the left side of the Conference Center to be used on Friday afternoon for table prayer time. Ask the LD or ALD where they want the chairs to be place for that time on Friday.
25. Fill out a work area log sheet recording the names and original Walk number for everyone who has helped with the Logistics set up. Retain this sheet for use as others come and work in Logistics throughout the weekend. Following the walk, fax or email the list of names to the board member responsible for Logistics. That is Darrell Pearson and his email address is: d2rp@charter.net.
26. Mike Wells will have placed the Emmaus Road Sign up at the entrance to Camp Alamisco.
27. After lunch, get settled into your quarters. Rest and as you find work area chairpersons arriving, invite them to go through their area things and make sure all items are present. You may need to help them locate items that may have been misdirected.
28. At about 5:30, return to Conference Center, assist Housing and Registration, Refreshments, and members of the Conference Room Team as necessary.
29. After Send-Off, make sure that Meal Service Chairperson has sufficient help in setting up the dining room for meals. This will mean the following:
 - a. Stack all chairs and move against the wall.
 - b. Place sufficient tables across the front of the dining hall (lake side) to sit the Conference Room Team (LD, 4 ALDs, Spiritual Director, 4 ASDs, Media, Board Rep, Music (2 to 3)). Make sure they also have chairs.

- c. Take tables and run three perpendicular lines with sufficient room on each side of the table for the chair and movement of the servers during meals. There should be ample room between the head table and the beginning of the tables for the pilgrims. Place the chairs around the tables.
- d. Hang the tarps across the back of the dining hall and up the stairs. The tarps will be numbered, overlap tarps 2 through 5.
- e. Place one table in the Meal Service area for the Prayer Chapel Team to eat. Extra chairs (10 to 12) are placed around the back of the tarps.



- f. Move the sound equipment and the podium to the pavilion and store it in the Camp office. (first door on the left side)
30. Make sure you have at least one other person to assist you with Logistics on Thursday.
 31. ATTEND THE TEAM MEETING on Wednesday/Thursday evening. This is usually held in the Indoor Chapel around 10 p.m. Verify the time and place with the Lay Director or one of the ALDs.
 32. One Logistics team member may be needed in the Meal Service area beginning about 6 a.m. to monitor/reset the circuit breakers as necessary.

The other Logistics team member may be needed at the Outdoor Chapel to assist Worship about 6 a.m. Check with the Worship chairperson the night before at the team meeting.

Day Two (Thursday or Friday)

1. Logistics team members meet and pray together at 5:45 a.m.
2. While one team member goes to the Conference Center to monitor/reset circuit breakers, the other should go to the outdoor chapel to turn on lights, turn on the sound system, and assist the Worship Chairperson as needed. Take a towel with you for use in wiping dew off podium and seats as needed.
Banners are no longer used at the outdoor chapel.
3. On the rare occasion where Worship workers do not show up, Logistics will need to set up for morning chapel. Worship set up instructions are included in a notebook in one of the Worship Area tote boxes.
4. Following the morning worship service, check outdoor chapel to blow out candles. If necessary and to turn off lights and sound equipment and stow the microphone in the equipment box.
5. After breakfast, check other work areas (Food Prep, Meal Service, Refreshments, Speakers' Prayer Chapel, and Agape to see if they need assistance.
6. Check with Food Prep and Food Service to see if they have any items that can be returned to the storage shed.
7. Reconfigure the indoor chapel from Sponsor's Hour to Dying Moments set up. Put podium in the back left of the room. Arrange 7 rows of chairs containing 8 chairs each (**Six rows for Men's Walks**). Make sure there is sufficient room at both ends of the chair rows for movement. There should be 10 chairs (metal chairs) along the back curtain. Hang the Dying Moments banner and the spotlight on the ceiling to shine on the banner. Windows are not covered on the outside. Take some folding chairs to the Agape Room for their use. Usually 6 is sufficient. Return rest of the folding chairs to the pavilion for use during candlelight.
8. Throughout the day, check the trash cans located outside the conference center and empty as needed. Black plastic bags are located in the kitchen area.

During times when pilgrims are not in conference room, check restrooms in foyer to empty trash cans as needed. Make sure there is sufficient toilet paper and paper towels . Empty the large trash can in the foyer as needed and replace trash bag. There should be bags in the closet located in the foyer.

9. Throughout the day, encourage work area chairpersons to pack all tote boxes and send to storage as they can.
10. Make sure lights are turned on and sound system is set up for morning and evening worship services in the outdoor chapel. **Show the chair person for Worship how to turn on the lights and sound system, but be available on the first morning if needed.**
11. ATTEND THE TEAM MEETING usually around 10:30 after evening chapel. Go over set-up for dying moments, group prayers on Friday/Saturday, Candlelight on Friday/Saturday, Cross Ceremony, and Closing.
12. Before turning in for the night, turn off/stow sound equipment in the outdoor chapel and turn off the lights in chapel and pathway.
13. Coordinate logistic activities (circuit breakers, worship support) for morning.

DAY Three (Friday or Saturday)

1. Logistics team members meet and have prayer together at 5:45 a.m.
2. While one team member goes to Conference Center to monitor circuit breakers, the other go to Outdoor Chapel and turn on lights, sound equipment, and provide assistance to Worship if needed. Take a towel with you to wipe down podium and benches if needed. **Remember, Banners are not used in outdoor chapel.**
3. While the pilgrims are at chapel, check bathrooms in foyer, replenish supplies, empty trash cans as needed, check large trash can in foyer and empty as needed. Remember black trash bags are in the kitchen.
4. Remember, on the rare occasion that Worship does not show, set up for Worship in the Outdoor Chapel. In one of the Worship tote boxes, there is a book with instructions and pictures.
5. Following morning chapel, make sure candles on the stage are extinguished, sound system is turned off, and all lights have been turned off.
6. After breakfast, set up book tables (one round and a rectangle) in front of the Conference center. If raining or if it is too cold, ask ALDs if they prefer the tote box be sent to the foyer for them to set up.

Make sure there are at least two chairs at the book tables. Check with the other work areas (food prep, meal service, worship, agape, speaker's prayer chapel) to see if they have needs and assist as needed. Encourage them to get things packed up so you can store them as soon as possible.

7. Go into the indoor chapel and adjust thermostat as necessary. Remember there will be 72 people in that room.
8. Get the large painting of Jesus out of the Agape room, plus a 4 foot table and put out on the porch. Put up the tarps around the porch of the Nature Center. The tarps should be in the tote box and are numbered. The #1 tarp begins at the left side where the tarp attaches to the building and continues around to

the right. Make sure you overlap two grommets. Secure the bottom of the tarps with rocks, wooden planks, etc. to keep them from blowing in the wind. Hang the "I've been expecting you" banner outside front of the foyer area just to the left of the entrance.

8. After lunch, set up chairs for the afternoon prayer groups. Three circles of 8 chairs each. Make sure you have gotten directions from the LD or an ALD as to where they want the chairs put. Remember the chairs were put outside on the balcony behind the Conference Center.
9. Return to the indoor chapel to reconfigure for serenade. Take down outside tarps in the reverse order you put them up so that #1 is on top. Fold them and place them in the box so that the number is shown. Return the "I've been expecting you" banner to the worship area along with the "dying moments" banner, the spotlight, and the Jesus painting. Move all white chairs back to the pavilion for use during candlelight. Take down inside tarps in the reverse order you put them up so that #1 ends up on top. Make when you fold them so you can see the number of the tarp when you put them in the box. **If there is another walk the next week the tarps may be left up in the indoor chapel. CHECK WITH CAMP RANGER IF YOU ARE NOT SURE.** Sweep the room and set up a large table from behind the blue curtains for use by Serenade team the next morning. Put the metal chairs folded behind the blue curtain on the left side of building. Leave the table with the candles in place.
10. Go to the pavilion and set up for Candlelight services. Place the kneeling benches on the "foul line", leaving room in the middle for the wooden communion table and for a three foot walk space to the left and right of the communion table. Place wooden communion table in the center of the benches. Set up the sound system, placing the speakers on the raised black poles in the front of the pavilion, one on the left and one on the right. Put the wooden podium to the left and behind the kneeling benches along with a microphone stand and microphone. Hang the "Have you seen Jesus" and the "Walk to Emmaus" banners on the wall behind the benches. **You will need to get the Walk to Emmaus banner from the Conference Room.** Place the

white pole lamp below the "Have you seen Jesus" banner so that one of the lights shine on the banner. Set up the chairs beginning eight (8) feet from the kneeling benches. Set up rows of 10 chairs on each side of a six (6) foot aisle down the middle. There should be enough metal chairs to have ten or eleven rows on each side. The white chairs are on a rack and stacked in the middle storage room (double doors) to the rear of the pavilion. The light switch for the pavilion are also located in that room to the right of the doors and on the wall to the left as you enter the Camp Office. Leave sufficient room between rows for people to get into their seats. Use all of the chairs that are available. Make sure that the bathrooms are clean and stocked. Empty trash cans in the pavilion. Black trash can liners are located in the kitchen.



11. Check with Meal Service and Food Prep to see if they need help.
12. While pilgrims are eating dinner, return chairs used for prayer groups to the balcony against the wall outside the conference room. **If there is a walk the next week you may leave the chairs on the balcony behind the Conference Center.**
13. After dinner, return to the pavilion and assist Candlelight Team as necessary. Show them where the light switches are located and where the chairs are stored. Remind them to leave outside lights on for people arriving. All of the lights must be turned off before pilgrims arrive. **Remind the Candlelight chairperson that when communion is over they must request those seated in the first two rows of chairs on each side of the aisle place the chairs outside of the pavilion. Those seated in the remaining white chairs should fold them up and assist putting them on the rack and help store them in the middle room. The chairs should be stacked from the back left of the room**

to the front in three rows. Then move in the rack of chairs, then the two fans if taken out, leaving enough room on the right side for the equipment stored there by Camp Alamisco.

14. When the Candlelight Chairperson calls for the chairs to be put up. Logistics will roll out the cart in the back of the pavilion, hang the white chairs on it, and return it to the room.

DAY FOUR (Saturday or Sunday)

1. Logistics team members meet and pray together about 5:45 a.m.
2. A team member should go to Conference Center to assist and one should go to Outdoor Chapel to turn on lights and sound equipment. Take towel to wipe off podium and benches as needed. Assist Worship as needed.
3. A team member should go to Nature Center and assist in setting up for Serenade. Place orange cones across road just before the crest of the hill. Ask all to park their cars out of site of the pilgrims. Make sure that the Serenade people know here the broom and dust pan is located so they can sweep the room when they clean up. These are located in the closet to the right of the door leading into the room.
4. Participate in Serenade.
5. After breakfast, go to the indoor chapel and make sure it is clean. Put away camp table behind the curtain. Empty waste baskets and turn off heat/air and lights.
6. As each work team packs up their areas, begin returning all items to the storage shed. Try to return the shelving from Agape, Refreshments, Food Prep, and Meal service first so that cardboard boxes and other items can be stacked in them as they are returned to the shed. Try to keep work area items together as much as possible. Please DO NOT push work areas to get the tote boxes packed, **but encourage them gently.**

7. Return to pavilion and set up for Closing Ceremonies. Place the kneeling benches at the "foul line" with the communion table in the center just like Candlelight. Podium is centered on the communion table. Place white chairs for the pilgrims. Three rows on the left (road side) and four rows on right (tennis court side) with eight chairs each. If this is a Men's walk, there will be three rows on the right side. Striped covers for the chair backs are found in the podium. Place the covers on the chairs. Put three rows of two chairs between the pilgrim chairs so the pilgrims can sit there waiting to speak. Put 12/15 chairs along the wall behind the podium for the Conference Room . Sound equipment is placed in the back of the pavilion facing the pilgrims. You will need to run a long sound cord from the receiver to the podium. Place community chairs in rows of ten (10) beginning about 20 feet in front of the kneeling benches. Leave a six foot aisle down middle. Leave plenty of room between rows. You should only need about 70 to 80 chairs. If you need more you can them from storage room as needed.



8. Continue moving work area items from the work areas to the storage shed.
9. Pack up the banners from banner room, leaving the one or two that may be used for the last talks. Move the frame to the trailer and then set the bed back up in the room. **If there is a walk the next week, return the dining hall to the set up used for Send-Off.**
9. After lunch when the pilgrims have gone back upstairs and Meal service workers have finished eating, ask the Meal Service chairperson if they have sufficient personnel to stack chairs and move the tables to the side so **they** can sweep and mop. After the floor dries, the Meal Service team should set up the dining hall in the following configuration:

- a. Beginning where the head table was located, put four tables end to end running the width of the room. Place eight (8) chairs on each side of the table.
- b. Continue until you have used all of the tables **except one**.
- c. With at least three men, replace the long table under the juice dispenser with one of the dining room tables. Take the long table back to the small storage shed behind the kitchen. **If there is a walk the next week, return the dining hall to the set up used for Send-Off. Assist if needed.**



10. Continue moving tote boxes and cardboard boxes to the storage shed.
11. When the pilgrims return to their rooms to begin reading their letters (about 2 p.m.), the Conference Room Team should be ready to assist in breaking down the Conference Room. Check with an ALD for the go ahead. Remember any tables belonging to Camp Alamisco should be returned to the small shed behind kitchen. All round tables and rectangle tables with CAEW written on them should be returned to the Storage Shed. Move all furniture belonging to Emmaus from Conference Room (podium, wood table, cross, etc.). Stack chairs along back wall and vacuum the room. Pack up the banner box and load it along with the umbrellas, flood light and extension cords, the Rubbermaid storage cabinet and any unopened drinks to the trailer for storage. Make sure all banners and signs are taken down and put in the banner box. **If there is a back to back walk, you may leave the Conference room set up as is. Take down the posters, place chairs on table tops and vaccume , move podium and communion table to back of the platform and**

put the large cross with the pilgrim's crosses on the raised platform. Take down the chairs from the tables and place around each table.

12. Move out the items from the Speaker's Prayer Chapel to the trailer then set up the bed in that room.
13. After room is vacuumed, move cross containing the Pilgrim Crosses from Speakers Prayer Chapel to the raised platform in the conference room. About 8 feet beyond the raised platform, begin putting seven rows of eight chairs (six for a Men's Walk). Open all blinds. **This is the new sight for the Cross Ceremony.**



14. After the pilgrims have left the room going to Closing, you can restack the chairs, and load the cross for storage.
15. Take down the parking and smoking signs and load them along with the yellow bucket for storage.
16. After pilgrims leave for Closing, sweep and mop the foyer of the Conference Center. Empty all trash cans.
17. Attend Closing.
18. After Closing is complete, return white chairs to the racks and stacked in the middle storage room. Return all remaining furniture to the storage shed.
19. Go to the Nature Center make sure there is no equipment left, turn off lights.

20. Go back to Conference Center and make sure there are no items left both in the Conference Room, the Prayer Chapel or in the pilgrim room. Make sure lights and heat/air is turned off.
21. Mike Wells will remove the Emmaus sign from entrance.
22. Walk through the Alamisco Inn, all cabins, and bathhouse with the Housing and Registration Chairperson. Turn off lights, heat/air, and empty trash cans.
23. Thank everyone who assisted and make sure they have signed the list. Don't forget to send the list of workers to the Board Representative responsible for Logistics.

IMPORTANT!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

If there will be a walk the next week, all items can be left in the work area.

THANK GOD FOR GIVING YOU AND THE TEAM THE OPPORTUNITY OF SERVING AND HOPEFULLY SHOWING GOD'S LOVE TO ALL INVOLVED.