

TIPS FOR SUNDAY PROGRAM FACILITATORS (FALL 2016)

(printed copies of this Checklist are available in folder in "PROGRAMS" mail box on main floor)

BEFORE the program:

CONTACT OFFICE to reserve **Program Center** (or other location) for date of your program

PLAN your PUBLICITY:

For information on this, see **CHECK LIST for PROGRAM COORDINATORS** (available in "Planning Tools" on the website; printed copies also available in folder in "PROGRAMS" mail box on main floor).

IMPORTANT: Contact office if you plan to use the church media system in Program Center.

Lisa will place the remote used for the system on the back of the TV monitor (on velcro near top). Also let her know if your laptop does not have an HDMI port and you need an adaptor.

NOTE: If you want to **set up an easel in the main lobby**, announcing your program, you will find a mounted **"Sunday Forum" poster** stored in the far right end of the accordion-door storage closet (on the left side of the hallway going to Program Center.)

There is a **letter-sized** plastic sleeve on the poster, in which you can insert a page, if you wish, with some brief information about your program (Include title of Program in large print, perhaps a logo or illustration, etc.)

ON THE DAY of the program:

BEFORE the service:

If you choose, set up easel and "Sunday Forum" poster in main lobby.

Insert the page (if you have one) with title of your program, in the plastic sleeve on the poster.

Set up chairs for about 20 people - you might have a few more along the side walls to use, if needed.

Get an **attendance sheet** from the folder in the Programs mail box, if you haven't printed one out already. Place it somewhere near the door, or pass it around and ask folks to sign in .

If using video system, the remote is stuck on back of TV monitor near the top, and HDMI cable is stuck to velcro on back of left side. If you need to go online, the church WiFi code is:

WHUU11 3909847jw

Folks tend to filter in slowly, over 10 minutes or more, as they come up from getting coffee. Sometimes you may find more chairs are needed.

To avoid disruption of your program, plan to start informally - you might have folks introduce themselves and you could engage them in an informal conversation about the topic - perhaps query them about their familiarity or pre-conceived ideas related to the topic. If you have a display of any sort, invite folks to look at it.

Start the formal presentation when you think the bulk of attendees have settled in.

AFTER the program:

Ask folks to help putting away chairs.

Place attendance sheet in the Programs mail box.

Return the easel and "Sunday Forum" poster to far right end of storage closet.

Return remote to back of TV monitor;

THANK YOU FOR DOING THE PROGRAM!