

***Growth Track***

***Room Set up Guide***

May 2021

### ***Preparation***

1. Precheck Technology-video and sound (BayPro)
2. Gather Resources- Class materials, sign up sheets, etc.
3. Refreshments
4. Food or gift cards
5. Table set up

### ***Prayer***

***The Facilitator should gather the Growth Track Team that is serving together and pray prior to guests arriving.***

#### ***1. BayPro***

- a. Select music for the class, play background music softly prior to class starting
- b. Select proper slides for the class

- c. Test slides to ensure video equipment is operating properly
- d. Adjust room lighting to capture friendly, inviting environment
- e. BayPro presenter should review materials and slide presentation prior to class start
- f. Facilitator and BayPro presenter should spend a few minutes discussing presentation
- g. BayPro presenter should move through the slides as the facilitator moves through the presentation
- h. BayPro presenter should play the videos at the proper time.
- i. BayPro presenter should adjust the lighting as needed throughout the presentation.
- j. BayPro presenter should be the timer during short table breakout sessions.
- k. BayPro presenter should adjust the volume on the videos and music as needed

## ***2. Table Set Up***

- a. Tabletop must be clean
- b. Plastic table tops need to have a tablecloth over them
- c. Arrange chairs neatly at each position for the participants
  - i. Arrange chairs to allow for participants to be comfortable
- d. Table should have a pleasing centerpiece
- e. Table should have an identified position for the table host
- f. Table host materials should include
  - i. Specific class book that has the blanks filled in
  - ii. Specific class paperwork
  - iii. Pen
  - iv. Next class sign-up sheets
  - v. FAQ sheet
- g. Class book for specific class neatly placed at each attendee chair
- h. Pen placed by each class book
- i. Booklets that briefly describe all four Growth Track classes
- j. Box of Kleenex
- k. Magnetic Bayside logos

### **3. Food**

- a. Food should be arranged on a table in the back of the room
- b. Food should be served by a volunteer
  - i. Volunteer should be wearing a mask
  - ii. Volunteer should be wearing gloves
- c. Food should be individually packaged when possible
- d. Snacks should be displayed on a serving platter
- e. Snacks should be individually packaged
- f. Refreshments should be in single serve containers
- g. Coffee should be served in disposable cups
- h. Food area should be cleaned up as soon as all the participants have eaten
- i. Refreshments and snacks can remain available through the end of the class

#### **4. Check In**

- a. Check in volunteers should be at their station thirty minutes prior to the start of the class.
- b. Each volunteer should be wearing a name tag.

- c. The check in notebooks/ipads should be turned on and set to the check in screen.
- d. Printers, if applicable, should be tested prior to check-in.
- e. A computer should be set to the class registration screen
- f. The facilitator should meet with the check in volunteers to answer any questions.
- g. Schedule enough check in volunteers to allow the check in process to flow smoothly
- h. Make sure the check in volunteers know the notebook/ipad password
- i. Make sure the check in volunteers are fully trained.
- j. Make sure the check in volunteers know if the participant needs to have a photo taken for their profile and how to take the photo
- k. Print or handwrite a name for each class participant
- l. The check in person should introduce the attendee to the Room Host for further information.

## ***5. Room Host***

- a. Room host should be in the room thirty minutes prior to the start of the class

- b. Room host should review the class material, so they are able to answer questions from the participants
- c. The room host should know the preferred seating arrangements from the facilitator.
- d. The room host should position themselves in close proximity to the door so they're ready to greet the participants.
- e. The room host should invite the participants to the food and refreshments
- f. The room host should direct the participants to a table
- g. The room host should attempt to fill up the tables to allow connections to be made.
- h. The room host should introduce the attendees to the table host when they arrive at a table.

## **6. Table host**

- a. Table host should report to their assigned table thirty minutes prior to the start of the class
- b. Table host should have their name tag visible to attendees.

- c. Table host should review the table host documents to ensure accuracy
- d. Table host should evaluate their table to ensure there are class materials for each chair
- e. Table host should check to see the proper book has been placed on the table at each chair
- f. Table host should review their class book make sure all the blanks are filled in to prepare them for the class
- g. Table host should review the Table Host SOP
- h. Table host should review the FAQ factsheet
- i. Table host should introduce themselves to their guests
- j. Table host should introduce their guests to each other
- k. Table host should make the attendees feel welcome and important
- l. Table host should make small talk as an ice breaker until the class starts
- m. Table host should ask if they can get anything for their guests
- n. Table host should monitor the table and provide answers to the participants if needed as the facilitator goes through the book

- o. Table host should be prepared to facilitate the table breakout sessions
- p. Table host should provide registration sheets to the participants for the upcoming classes.
- q. Table host should be able to answer any questions pertaining to the upcoming classes
- r. Table host should thank the participants for attending the class
- s. Table host should stay by their table until all of their participants have left
- t. Table host should pick up their table and put away any unused materials, after the attendees have left.

***The facilitator should open the event and close the event with prayer. The facilitator should offer personal prayer with anyone attending the event.***