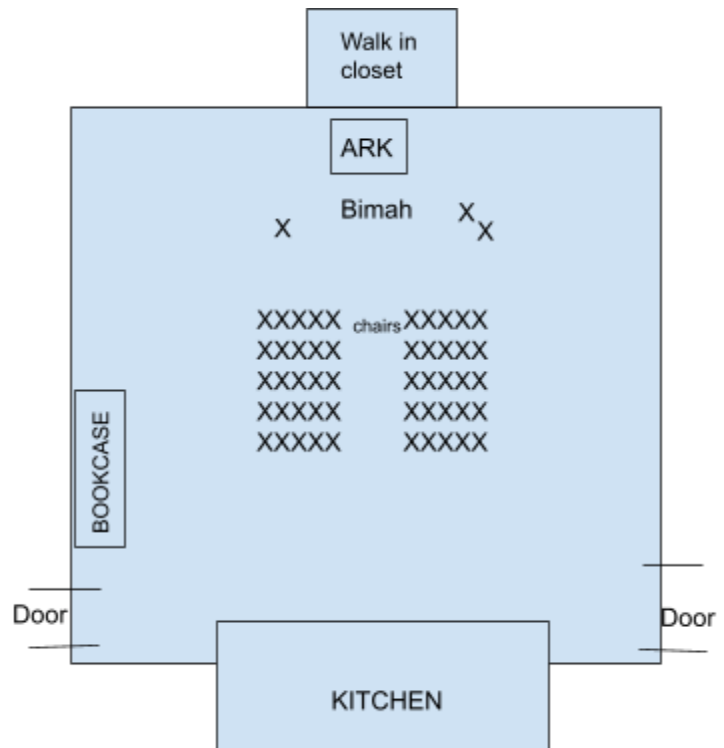


# Shabbat Morning Set-up & Clean-up

## In Parish Hall

SET-UP - See diagram (right) & photos (below).

- Parish Hall is used by many different people and things get moved all the time. If you're having trouble finding something, **ask Rabbi Hannah**.
- Outdoor signs -- Put the standing sign on the walkway near the St. John's building outer wall, plus the directional signs taped on the walls leading from that sign down to the Parish Hall (at least 30 minutes before the start time of the service -- i.e., by 9:30)



- Take out and set up sound system:
  - Unhook the speakers from the sides of the amp/mixer unit.
  - Place speakers about 12 ft on either side of mixer.
  - remove power cable and speaker cables from compartment in the mixer.
  - Plug in the power cable into the back of the mixer and into the wall outlet.
  - Plug the speaker cables into the LEFT OUT and RIGHT OUT on back of the mixer and into the front of each speaker.
  - Plug mics into mic cables and into the corresponding numbers in front of the mixer. I.e 1,2,3,4,5,6 Mics and mic cables located in black bag in music closet.
  - Place each mic on a stand (stands located in the music closet.
  - Turn on man power switch on the back of mixer.
  - Adjust Master Volume on top front left of mixer and then adjust individual volumes , reverb and EQ located on each channel on the front of the mixer.
  - There is a master volume on the upper left of the mixer that should be set to about 5 and each mic has a channel with a volume dial which can be set to about 3.
- The **big wooden bookcase** with the prayer books should be facing forwards along the wall by the stairs (see diagram).
- **Place basket of kippot and basket of tallitot** on a small wooden table next to the bookcase, (Photo 2). These baskets can be found in the top drawer of the big wooden Ark.

- **Move the Ark** in front of the big front wall walk-in closet (Photos 1 & 4). Face Ark forwards if necessary.
- **Move the leyning table to the bimah.**
- Move another small table next to the leyning table (Photos 1 & 4) and cover it with a blue cloth tablecloth from the kitchen (Photo 6). **Place the challah, covered with a challah cover, kiddush cup, and wine and/or grape juice** on that table.
- Place the **wooden lectern** (found near the Ark or in the walk-in closet) between the Torah reading table and the kiddush/motzi table. (The lectern does not appear in the photos)
- **Put 2 chairs to the right of the Ark** when facing it (not in photos), **Put 1 chair to the left of the Torah reading table** for Rabbi Hannah.
- **Set up enough chairs for the guests** (if not already set up) using the blue cloth chairs sitting out. Place the chairs in straight rows of 10, with 5 chairs on each side of a center aisle (Photo 1 & diagram). There are more blue chairs in the Shalom Room if you need them.
- Set up a play area with a basket of quiet toys and books on a blanket for little kids. (Can be found in Shalom Room closet.)
- For **food or beverages** after the service, you can use the two big tables that are usually in the back of the room. Tablecloths, if wanted, can be found in the kitchen (Photo 6). If you want additional tables, fold-up tables can be found in the big closet (Photo 5). Trash cans can be found in the kitchen.
- Assist Rabbi Hannah with anything she might need help with.
- Feel free to relocate any unsightly items in the room (you never know what may be left lying around in Parish Hall, e.g., pool noodles, white boards) and throw out anything that is clearly trash.

## CLEAN-UP

- Return any prayer books that were left out to the bookcase.
- Bring Ark, leyning table, and bookcase back to the Shalom Room.
- Put away kippot, tallitot, and baskets in the top drawer of the Ark.
- Put away outdoor signs
- Put away sound system.
- Put away childrens' play area.
- Pick up candy pieces, wrappers, and other trash from the floor. Sweep up debris and spot-mop any spills in the floor.
- Assist Rabbi Hannah with anything she might need help with.
- Place any of Reformation's cloth tablecloths that were used on top of the washer/dryer in the kitchen (Photo 7 below).

- Wash any kitchen utensils you use. Take all leftover food and materials that you brought. If you use the coffee brewer, please rinse the urn and dispose of the coffee grounds.
- Dispose of all garbage and recycling (please break down boxes and crush cans & water bottles).
- Blue-cushioned chairs need to be stowed in the corner- stacked high, tight and tidy, (basically put them back in the same configuration you find them). Similarly, stack the metal & wood chairs back where they are stored.
- Return any tables you took from the closet to the closet
- **Make sure that any exterior doors used to get in or out of the building are closed and locked.**



**Photo 1**

Chair set-up: five on each side with an aisle down the middle, with the front row positioned between the two square columns.



**Photo 2.**

Wooden bookcase, with doors opened, moved back and concealed within -- and the baskets with the tallit and kippot to the right on a table.

### **Photo 5**

Walk-in closet.

Closed with the Ark in front of it during the service.





**Photo 6.**

Tablecloths can be found in the labeled drawers on the back wall of the kitchen next to the oven. Use as many as you want.



**Photo 7**

Place any used Reformation tablecloths on top of the washer & dryer in the corner of the kitchen.