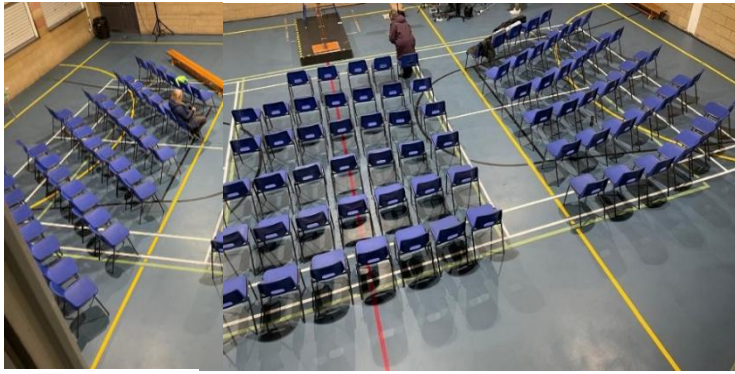


# Set up before service



**Most weeks (except Communion Sundays which has a centre aisle – see below) will have 3 sections of chairs.**

**The centre section** goes between the tram lines – see photo....this allows for 7 chairs.

**Left and right sections** are angled to face toward the stage, with 7-9 chairs in each row (ie 9 nearer the back of the left hand section looking towards the screen.)

**6 rows for each section.** (any chairs left over sit stacked at back of hall)



# Post service clear up.

## Chairs and Stage

Chairs in the cupboard are stacked against the left hand wall - **TWELVE in EACH STACK!** (see photo)

*The stage also goes in the cupboard at the left of the door.*

*It takes at least two people to move the stage and the small trolley is used to do this.*



## **ADDITIONAL CHAIRS!**

**Most weeks other classroom chairs (avg. 15) are brought from the Maths class** (upstairs, along through 2 corridor doors –it's the first class on left hand side) - **and, for busier services, some will be taken from the next classroom along the corridor** (ie. continue on through next corridor door – first classroom on right)

**These must be replaced after service** -ie each desk in the classrooms should have a chair. (Therefore any remaining chairs should be in the cupboard in the hall.)

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*Other items (speakers, lectern etc) are positioned at the rear Fire Exit ready for collection.*

*Green tables are left in the hall.*

*Benches are put against the wall.*