

Set up before service

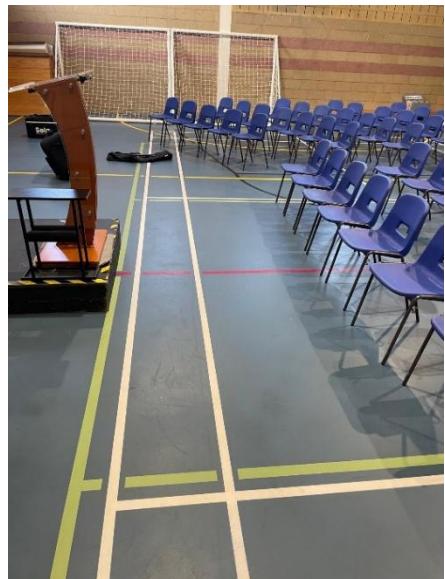


Most weeks (except Communion Sundays which has a centre aisle – see below) will have 3 sections of chairs.

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.