

JAM Set Up

Time	Task	What is needed	Additional info.
8:30am	Team Arrives	- Please delegate set up jobs to leaders and LITs in the room	
8:30am - 9:15am	Preping the room	<ol style="list-style-type: none"> 1. Sweep the floors 2. Roll out the carpet 3. Put the pillows out 4. Set two trestle table at the back (For craft & toy station plus a walkway for kk kids) 5. Craft table - wrap the table in butchers paper and layout, pencils, markers, colouring sheets or puzzle sheet provided 6. Games table - set up all the games on the table besides giant Jenga (place this on a rug) 7. Set one trestle at the front for materials for the session 	<ul style="list-style-type: none"> - 2x road cases - 3x big Trestle table - 4x rugs - 2x bags filled with pillows - 1x JAM toy box
	Check in	<ol style="list-style-type: none"> 1. Open double doors 2. Both banners should be up and by the entrance 3. Place tall round table by the door 4. Printer plugged into the extension cord (please ensure that the exertion cord is taped to the floor along the side of the room) 5. Wifi plugged into the wall 6. Turn the printer on 7. Connect printer and iPad 8. Test print 9. Print label for all leaders in the room <p>*please refer to check in instructions for any worries*</p>	<ul style="list-style-type: none"> - Tall round table - Table cover - Extension Cord - Printer - Wifi dongle - iPad - Bin - Manual check in - New people forms
	Media	<ol style="list-style-type: none"> 1. Connect to the TV to the laptop 2. Set up pro presenter 3. Test audio <p>*please refer to the Media instructions for a more detailed run-through*</p>	<ul style="list-style-type: none"> - Laptop - HDMI cable & dongle

<p>9:15am - 9:30am</p>	<p>Morning brief</p>	<ol style="list-style-type: none"> 1. Gather leaders around 2. Check in with everyone and their roles for the service 3. Go over the session (read through the run sheet) 4. Person leading the brief, please share an encouraging thought 5. Pray over the session 	
<p>9:30am - 9:40am</p>	<p>Main Huddle</p>	<ul style="list-style-type: none"> - Please make your way to the auditorium for the main huddle 	
<p>9:40am - 9:50am</p>	<p>Regroup</p>	<ul style="list-style-type: none"> - After huddle make sure check in is up and running - Make sure leader is in the room and the room is ready for the day 	
<p>9:50am</p>	<p>Open check in</p>	<ul style="list-style-type: none"> - Check in starts - One KK leader or LIT to keep an eye on check in, to be able to guide any kk kids to the back of the room - Please make sure we are doing a head count throughout the session and post the number on the chat 	
<p>11:20am</p>	<p>Debrief</p>	<ul style="list-style-type: none"> - Once service has ended and the last child has been checked out please start debrief - Please head to the ekids leader website and fill out the report as a team. - After the debrief start packing up 	