

PRAIRIE CIRCLE UNITARIAN UNIVERSALIST CONGREGATION
PCUUC
BARN SETUP / TAKEDOWN

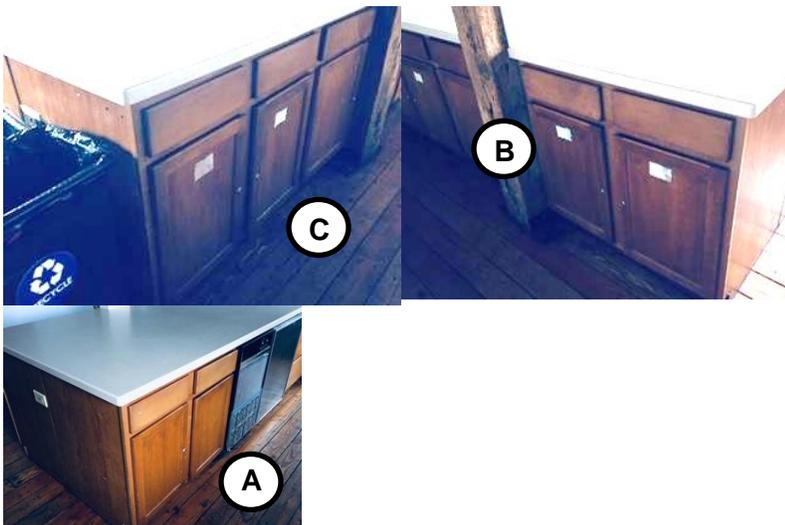
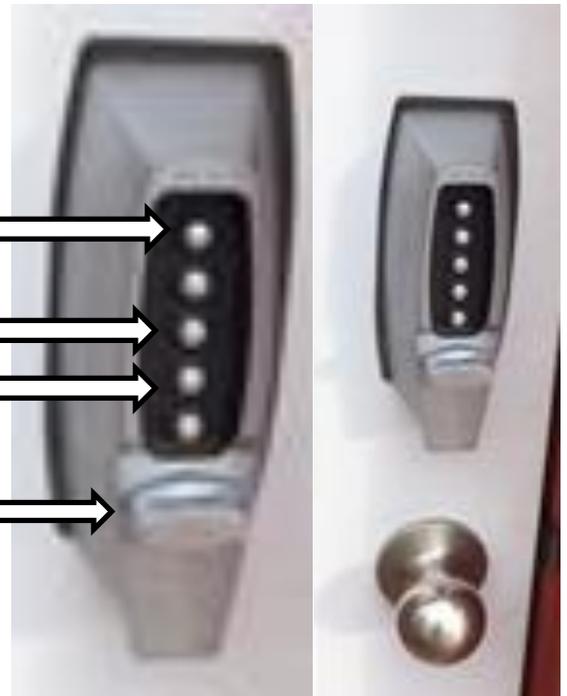
Revision: 12/20/18
D. Bates

SETUP

1. Enter the Barn via the South lower side door using the code **314**. Immediately after entering the code, **turn the latch clockwise** and pull the door open via the knob. See pictures to the right.



2. **Unlock** the Main Door by turning the deadbolt.
3. **Adjust thermostats** with temperature as needed. Thermostats are located in Hallway 3. See Barn Layout. Turn on fans (located in north end of Hallway 1) as needed. Adjust as needed.
4. Unlock the cabinets in the kitchen. (Cabinets by the sink do not use a key.) Remove items as needed. See Pictures below. Doors "A" hold coffee cups, et. al. Doors "B" hold the coffee and water urns, et. al. Doors "C" holds PCUUC finance materials and the collection basket. Note: how they come out is how they go back in.

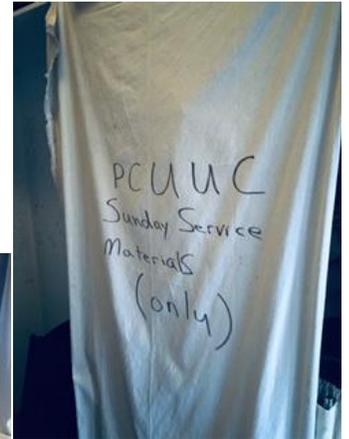


5. Fill the coffee maker and water urns with **2/3 to 3/4** full, with tap water.

6. Add stem and serrated circular container & then the ground coffee. Add lid by rotating in place. **Plug in the coffee maker ONLY AFTER** ground coffee and water have been added and the lid is firmly in place. The coffee maker automatically starts. The red light will come on when coffee is ready. Placement of items & accoutrements in kitchen is as required.

7. Remove one side of the drape in the south end of Hallway 1 labelled with "PCUUC . . . Materials". See picture on the right.

8. Move any items in Hallway 1 as needed to facilitate removing items from the PCUUC storage area. **Observe & remember placement of items to maintain efficient storage for take down.** *****



9. **Carefully** remove items on the right of the black, stacked crates shown in the picture on the right. Many of these items are used for the front Worship area. These items may be put into and on the black cart for easy rolling up to the front.



10. These black plastic crates are stacked on casters for easy moving. Be very careful to **move the staked crates SLOWLY** since this stack is top heavy. There is a white handle with a cord to pull the stack. Be very careful to notice the items behind. They include the posters and the Lectern. Be very careful to **not allow the Lectern to fall** forward as it is fragile and can be easily damaged.



11. **Carefully** move the stack of black plastic crates out in front of Table 3. See the Barn Layout.



12. Remove the black plastic crates associated with the five Tables shown in the Barn Layout. Specifically, Table 1 gets the crate with the welcoming sign up materials and a green table cloth. Table 2 gets the crate with the pamphlets, the general UU poster, a green table cloth, et. al. Table 3 gets any announcement sheets, a green table cloth and the Social Justice posters. Table 4 gets the RE containers, a green table cloth and is open for special items. Table 5 gets the name tag blanket and a green table cloth. Move remaining crates with the hymnals toward the main door. Note: **store each tray under each respective table.**

13. Before any items are placed on the tables each table has a green table cloth placed with a seam approx. 1-2 inches from the front of each table.

14. The front Worship area is set up as shown in the Barn Layout. In the storage area there is a round table with a stand as shown in the picture at the right. This is set up as the "Service Table" as shown in the Barn Layout.



15. The Piano is moved to the location shown in the Barn Layout.

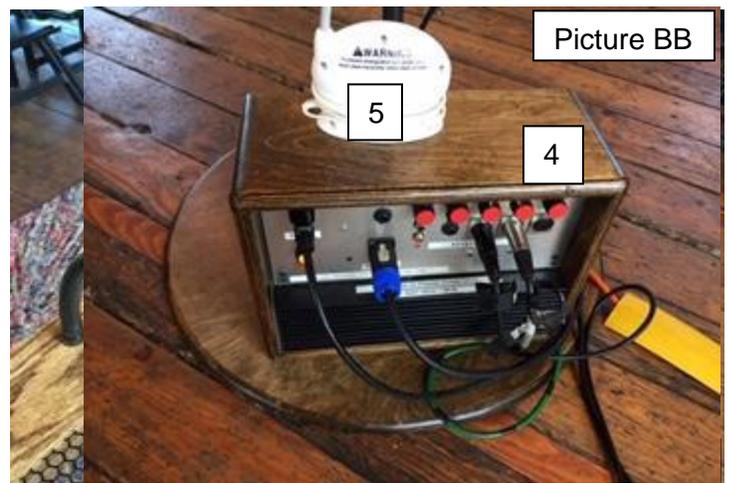
16. The speaker, amplifier and microphones are set up as shown in the Layout.

17. The materials shown in the picture on the right are in a crème colored bag. These items are described below:

- a. The yellow coil "1" is the safety strip to cover the orange extension cord "2". See pictures AA & BB. The orange extension cord gets plugged into the floor outlet by the window wall.
- b. The white power strip "3" is used behind the amplifier "4".
- c. Item "5" is plugged into the power strip.
- d. Item "6" is screwed into the Lectern as shown below.
- e. Item "7" is plugged into the speaker and the amplifier. Insert each end, rotate & click.
- f. Item "8" is plugged into the power strip and the amplifier.
- g. Item "9" is the long microphone cable (with green tape) plugged into the gold microphone Item "11" and the amplifier.
- h. Item "10" is the short microphone cable plugged into microphone Item "12" and the amplifier. This second (black) microphone is placed on a short microphone stand and is located to the right of the Lectern. The short microphone stand is stored in the hallway closet. Microphone cables lay under the rug.



18. The rug is placed as shown in the Barn Layout. The two tie strings are placed under the rug.



Picture BB

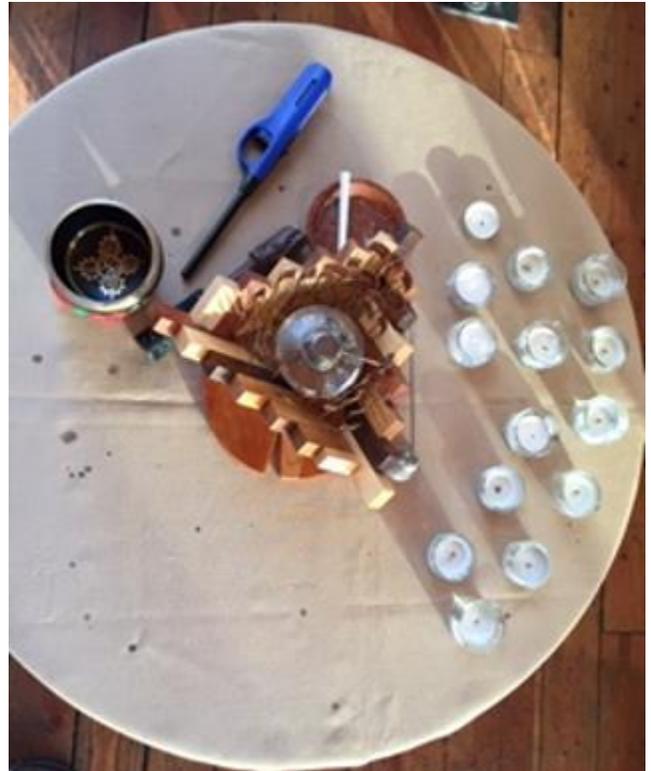
19. Picture “AA” shows the relationship of the Lectern with the chairs, the amplifier and yellow safety strip.

20. Picture “BB” shows the amplifier with connections.

21. The round wooden base which holds the amplifier also gets the pipe extension for the speaker which is screwed into the base and the end of the speaker. This is behind the amplifier. The **speaker** is rotated **towards** the congregation.

22. The Items for the service table are in the clear plastic crate and are shown on the circular table to the right. They include the following:

1. A beige table cloth, folded in half, is placed on the circular table.
2. Tea lights in glass holders, quantity 12-14, arranged approximately as shown.
3. Wooden service lamp with container with alcohol. **Fill with alcohol as needed**. The **notch** in the wooden base **goes toward** the congregation.
4. The ringer with base and mallet.
5. Wooden plate with straight candle.
6. Fire starter.
7. Snuffer.



23. The Banner and flags are hung on nails as shown.

24. The **yellow** knob on the amplifier is used to **turn on** the sound system. Adjust and test the sound level using the red knobs on the amplifier.

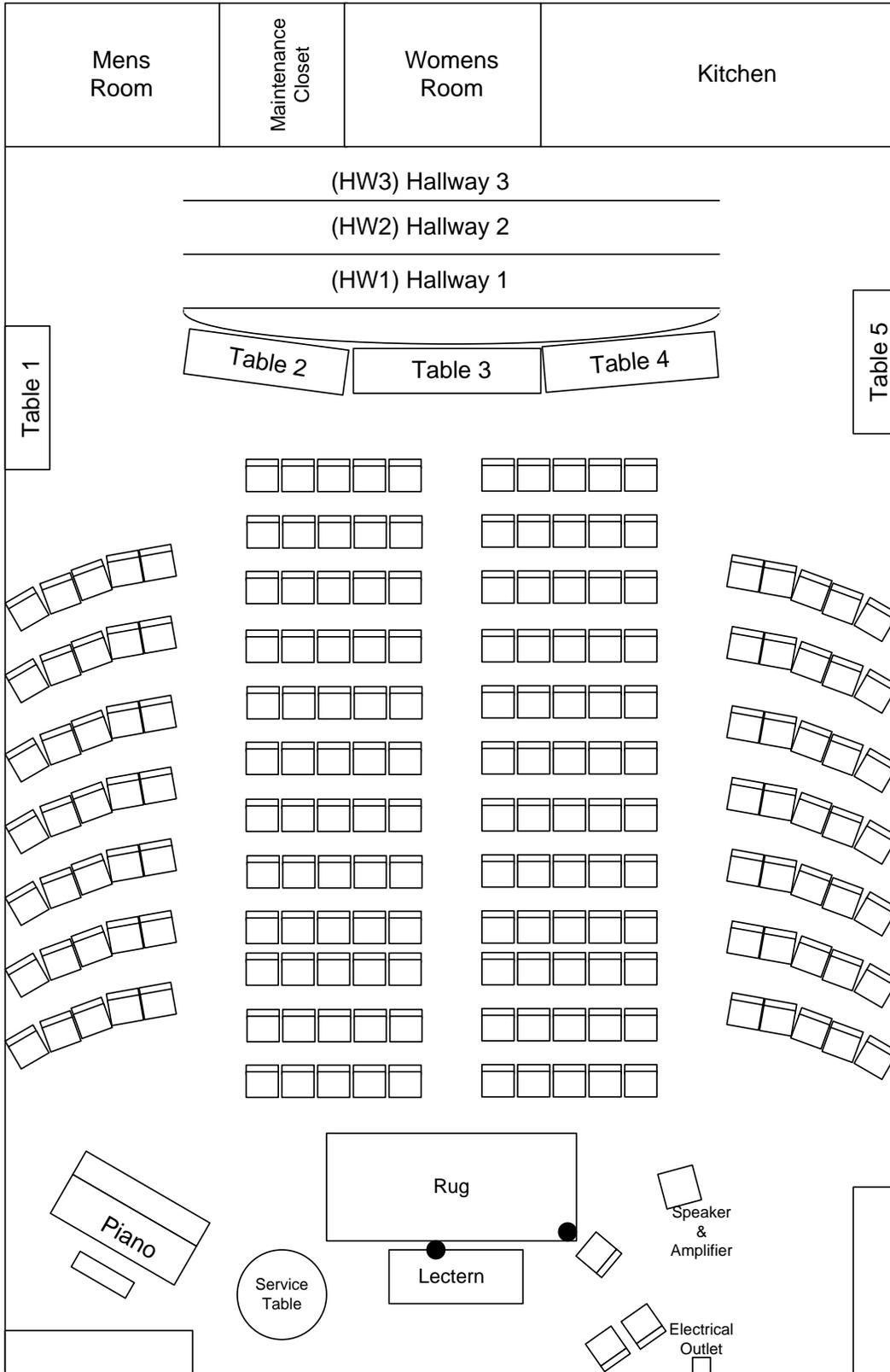


25. Take down and storage of items is the reverse of the above. Placement of items in the hallway storage area is critical to accommodate efficient storage. *****



26. Placement of the center 2 rows of chairs is with the front leg of each center chair at a black mark on floor. See the white ovals in pictures at the right. These marks are 36 in. apart going towards the back. The side rows are angled as shown in the Barn Layout. The back leg is located at black marks.

BARN LAYOUT



● Microphone Placement