

## **SET-UP AND TAKE DOWN SUPPORT TEAM JOB DESCRIPTION**

**NORTH GEORGIA TRES DIAS # \_\_\_\_\_**

The Set-Up Take-Down (SUTD) team will be working with the TDNG Secretariat Weekend representatives, and it is advised that the Head SUTD person contact them via e-mail at [weekend@ngtd.org](mailto:weekend@ngtd.org) at least one week prior to the Weekend on which he/she serves. Provide your name and contact information and the names of those on the SUTD team.

### **SET-UP:**

The Set-Up function is to help the service area heads set up their areas. The area Heads will be in charge and give directions. Please cooperate in a Christian spirit.

- You should arrive on Wednesday before weekend between 5:30 & 6:00 pm.
- Set up Rollo Room for introductions, checking with the Assistant Head Cha about the exact number of chairs and how they should be set up. Leave tables on the storage cart in the rear of the room.  
Examples of set up: 6 rows with 8 chairs across with center aisle / 4 rows with 12 chairs across with center aisle.
- Help unload weekend supplies from Weekend Couple's vehicle. Put supplies in storeroom and/or storage cage under the pavilion.
- Check with Head Kitchen about dining room set up for reception and help accordingly. Tables not used should be stored at back of dining room behind curtain. All dining hall chairs are normally used for the reception. To encourage conversation, set up chairs in small horseshoe shaped groups unless otherwise instructed by the Head/Asst. Head Kitchen or Asst. Head Cha.
- Assist with Chapel set-up.<sup>1</sup>
- Assist team members in unloading vehicles.<sup>1</sup>
- Check with area heads (specifically Chapel, Dorm and Palanca) for any help they may need.

## **TAKE DOWN:**

The takedown function is to aid the team in leaving the Camp of Colors in an even better condition than it was when we began the Weekend. Please arrive at the camp by 2:00 pm, on Sunday. Go to either the Storeroom or Palanca Room, and check in with the Asst. Head Cha by asking a Weekend Team member to let him/her know you have arrived. Remember, you are not to be seen by Candidates if at all possible.

**PLEASE DO NOT LISTEN TO ANY ROLLO, INCLUDING THE RECTOR'S. TO DO SO WOULD BE A VIOLATION OF THE CLOISTERED WEEKEND. THANK YOU FOR HONORING THIS REQUEST, THEREBY DOING YOUR PART TO ENSURE THE INTEGRITY OF THE CLOISTERED WEEKEND.**

## **BEFORE CLOSING:**

- **First priority** is to get candidates' luggage out to the portico by 3:00 pm in alphabetical order in sections marked accordingly with lettered signs (laminated signs in the storeroom) so the luggage can be easily retrieved by sponsors and candidates.
- **Second priority** is to set up dining hall for closing. Store all tables at back of dining hall behind curtain. Set up carpeted platform (two sections stored behind the curtain), podium and table (usually the green table from the foyer next to the SD Dorm<sup>2</sup>) between the Kitchen doors. Connect and test the microphone. (A long microphone cable should be stored in the bottom of the podium.) Set up chairs as appropriate, being sure there are six rows for the Candidates with the appropriate number of chairs in each row. Check with the Asst. Head Cha to find out if any Table has more or fewer than six Candidates.
- Check with area heads to determine if they need help with their takedown list.
- Empty all trash cans and put in dumpster. Place any trash bags that are next to dumpster into dumpster<sup>1</sup>
- Assist those involved in take down of the Rector's Room, helping to load vehicles, etc.
- Help any team member with lifting and carrying of heavy items where you see the need.<sup>1</sup> Vacuum areas that have not been done or that have become soiled after they were vacuumed, **being careful not to vacuum near the Rollo Room while the candidates are present.**
- Check with Palanca Chas about the need to return any baskets or containers that the community brought for distributing Palanca. Place them outside the front door on the ledge of steps for pick up.

## **DURING CLOSING:**

The take down function is to assist the team members so they can attend closing.

- Head SUTD should find the TDNG Weekend and Camp of Colors representatives and see that any required actions are addressed.
- Fold Rollo Room tables and put on rolling storage cart at the rear of the room. Stack chairs 4 high against left (outside) wall.
- Vacuum Rollo Room and hallway plus any adjacent areas that need touch up cleaning. The Palanca Room should probably be vacuumed last, since people will be entering and exiting through it until the very last minute.
- Help do any last minute touch up of candidates bathrooms and put away any supplies that might be left out. The bulk of this cleaning will already have been done by the Dorm Chas.
- Do anything you see that has been left undone.
- Leave Spiritual Director & Head Kitchen baths open during closing. Mark one for Men and one for Women for use during and just after Closing.
- Do not “Tape Off” the hallway, unless specifically instructed to do so by the Camp of Colors Representative.

## **AFTER CLOSING:**

- After closing, all dining hall chairs, tables, platform sections and podium should be stacked and stored at the back of dining hall, with tables and chairs on the storage carts.
- Sweep and touch-up the Dining Room floor as needed, then put brooms and mops in storage by the back door of the Kitchen.
- Clean/touch-up Spiritual Director and Head Kitchen baths.
- Clean/touch-up restroom outside the back of the Kitchen.
- Check with the TDNG Secretariat Weekend Representative who is there to be sure that all sections have been signed off by the CoC representative.
- Note: The Palanca Couple will take down the Banner(s) in the Dining Hall and take charge of them, returning the metal hanger/retriever to the Palanca Room. Also, on a Men’s Weekend, CoC has approved our Palanca Couple pulling Banners for the coming Women’s Weekend and leaving them in the Palanca Room.

## **RECOMMENDED FOR SET-UP / TAKE DOWN TEAM:**

1. Six people on a team. (Eight on a Women's Weekend)
2. Men's weekend may require only three men on Wednesday Set-up.
4. One woman on women's weekend take down team.<sup>3</sup>

## **Footnotes:**

**1 These tasks are usually performed on Women's Weekends by the men on the SUTD Team. On Men's Weekends, some of these tasks are certainly not expected, but be sensitive to any need that your brothers may have to help get the Weekend off to a great start. Remember that we are all servants on these Weekends, and all we do should be done for our Lord Jesus, our example and our strength for every task.**

**2 The Back-up Rector should know if another table is to be used, instead.**

**3 This has been recommended by a number of SUTD veterans. However, it is not something about which there is consensus. The idea behind the suggestion is that a woman would be able to serve basically as a "scout" and "liaison" to be sure areas are clear of Candidates before luggage transfer, cleaning, etc. takes place, and to communicate more inconspicuously with women on the team about such issues. This could avoid having Candidates startled by seeing men in the building. Another However is that, even the woman who might serve on the SUTD is not a part of the Cloistered Weekend, and therefore she should not be seen or be in areas where she would hear any of the talks or Rollo Room sharing.**