EVENT CHECKLIST

WORSHIP CENTER STAGE, LOFT, AND GREEN ROOM

Since every room on the FCC campus is multi-use space, we have set up basic usage guidelines for the benefit of all who use them.

ROOM USE

A Planning Center request must be filled out and approved by FCC Napa staff prior to use.

GENERAL GUIDELINES

Once you have approval for room usage, you are **required** to have a "person in charge" (PIC) from your group to come to the room in advance and see the setup (so you will know where to return items) and know what is available already in the room. This will be the person responsible for leading set up, clean up, and ensuring that the end of event checklist has been completed. Please follow the golden rule of shared space – leave everything better than you found it.

STAGE

Generally, the livemix monitors, XLR cables, direct boxes, guitar stands, and mic stands are left on stage for all users. If additional items are brought on stage for an event or worship service, please remove them when you tear down and close up. Items such as the wedge monitors, any props, tables, chairs, etc. The main pulpit is stored on the stage right extension with its cover in place.

Extra cables and stage needs are stored in the cubbies in the hallway near the baptistry. All cubbies are labeled. Please make sure everything goes back into the proper cubby.

Seasonal times of the year, there will be stage sets/decorations such as for Christmas and Easter. Please connect with the Senior Associate Pastor Justin Miller justin@fccnapa.org or the Communications and Media Director Julie Polson julie@fccnapa.org before removing or moving sets and decorations.

LOFT

TECHNOLOGY AVAILABLE

- Sound system
- Lighting system
- Visual Projection system for screen

All systems require training by FCC staff prior to use. Visual projection requires each group to provide their own laptop to connect to the projection equipment. Request for training must be at least two weeks prior to use. Some systems may require extensive training which could require multiple meetings and a greater amount of time. Please contact Julie Polson julie@fccnapa.org to set up training.

AFTER EVENT

Be sure to sanitize equipment with appropriate cleaners, which is part of the equipment training. Lock the Audio Closet door. Turn off lights in loft and on stairs. Lock downstairs loft door.

TRASH

Please do not leave any food wrappers, plates, or leftover food in the loft garbage. Dispose of it in a garbage receptacle downstairs or outside.

GREEN ROOM

- Music stands are stored in the music stand holder
- Other equipment stored in the green room: mic stands, guitar stands, keyboards, speaker/stage tables, percussion instruments, candles, etc.
- If your ministry would like to store hospitality items for your teams, please coordinate with the Senior Associate Pastor or the Communications and Media Director.
- The Closet in the Green Room is where we store fabric, the flags (US & Christian), and other taller stage décor.
- There are two cabinets in the Green Room where we store candles, etc.

- The Green Room Kitchenette is largely used for communion prep. There is a microwave for reheating coffee, etc. If you use the sink, please make sure you clean it well before leaving. Please empty trash after an event; particularly if you have food waste.
- Water and cough drops are purchased and on hand for the Celebration Arts ministry of FCC.

AIR CONDITIONING/HEAT

If you plan on using the AC/Heat at your event, you will need to be shown how to use system. Please set up a time with Tami Francke tami@fccnapa.org at least 2 weeks prior to your event. You will be responsible for turning it on and off.

ALARM/CODES

The designated person in charge (PIC) of your event needs to get trained on how to use the alarm and get a temporary alarm code. Please set up a time with Tami Francke tami@fccnapa.org 2 weeks prior to your event for training and access to the alarm code.

DOORS/GATES

Before your event starts, you may need to open doors and/or gates to allow people access to the room where you're holding the event. We ask that you close and lock all doors/gates once your meeting/event starts, to protect those attending and our facility. **Please do not leave any door or gate open during your event.**

EMERGENCY SITUATIONS

Please report emergency items to one of the staff immediately (i.e. – broken water pipe/water flowing into a building/room, broken window, door won't lock/latch, gate won't lock, etc.)

SAFETY/SECURITY ON CAMPUS

FCC does not provide security for events. Please report any suspicious people/behavior to FCC staff. Call 911 if there is an immediate threat or potential danger.

END OF EVENT CHECKLIST:

Not all items will be applicable for your particular room

_____ Empty trash cans.

_____ Sweep/mop/vacuum.

_____ Turn AC/Heater off.

_____ Sound System/TV/Speakers off

_____ Put away chairs/tables (if used)

_____ Set the room back as you found it

_____ Turn off all lights

_____ Alarm, lock and close all doors (double check when you get outside that doors are latched)

_____ If you had to unlock any of the gates, please make sure they are locked and secure before leaving

_____ Please report any non-emergency items the following day (i.e. broken furniture, light bulbs out, AC or heat not working properly, media issues (TV, sound board, mics don't work), etc.)