



Gulf Coast Garden Club Position Description Form

Position Name

Chair - SetUp and Breakdown

Date Created: 4/24/16

Form Creator Name: Rosemary Powell

Home Phone: _____

E-Mail Address: rtwomey38@yahoo.com

Committee Name: _____

SetUp and Breakdown

Position Overview:

This Committee is responsible for setting up the areas of Unity Church for the monthly GCGC meetings. The set up must be completed early for the arrival of members at 9:00 a.m. This Committee is responsible for the break down and clean up of the areas of Unity Church at the end of the monthly GCGC meetings. The areas must be put back in order prior to leaving the Church by noon following every meeting.

Skills/Abilities/Other Requirements:

Requires a number of members willing and able to lift chairs and tables.
Organization skills to ensure committee members are named and assigned to specific monthly meetings.

Essential Position Functions:

Attached are step-by-step procedures compiled for the set up of the meeting area, outside lanai area and for the break down and clean up of each area.

Print Form

Rev. 12/15

SETUP AND BREAKDOWN

FOYER AND MEETING AREA SETUP

1. Place one table and two chairs in the foyer.
2. Remove two rows of chairs (if needed) from the front of the church. Stack chairs neatly on the side of the room.
3. Place flag on the ride side of the pulpit.
4. Place two tables in front of the pulpit, leave enough room to move around.
5. Remove small round table and planter table from platform and place to the side.
6. Remove all church items from cabinet at the back of the room. Store same underneath cabinet and behind door in the foyer. All items must be put back exactly as found at the end of the meeting.
7. Remove one row of chairs from the back of the room and stack neatly on the side. Push second row up to chairs in front.
8. At the back of the room, set up two tables behind the row of chairs, one on each side. Place two chairs at each table. One table is for raffle and one table is for sign up sheets.
9. Place one table against the back wall for Green Thumb.

Tables will be found on the outside lanai. Tables can be located on the side of the refrigerator. Refer to diagram for placement.

LANAI SETUP

1. Fold all chairs and stack on back wall.
2. Place two tables along back wall for Hospitality.
3. Hospitality Committee will set up coffee on kitchen counter and food on tables.

END OF MEETING BREAKDOWN

1. Place all removed items back in proper place.
2. Check ladies restroom, wipe around sink area and remove trash.
3. Remove all our trash from the lanai and place in trash containers located at the outside of the lanai.
4. Make sure all lights are off, sound system is off and reset AC or heat if it was used.
5. Make sure all windows and doors are locked as you leave.

ASSIGNMENT SCHEDULE

Ensure at least two members are assigned to each meeting during the season to be responsible for set up prior to the meeting and breakdown following the meeting.