

FACILITIES/LOGISTICS COMMITTEE

Purpose of the Committee:

To make sure facilities are reserved and prepared for each Storyteller service and to recruit workers to serve during the revival.

Work of the Committee:

Two months ahead

Recruit volunteers and assign tasks.

Reserve all facilities that will be needed for TMS:

- sanctuary
- nursery
- BibleQuest check-in area,
(check with the BibleQuest coordinator)
- others

Determine personnel needed to facilitate TMS:

- greeters
- ushers
- nursery workers
- product table person
- photographer
- Set-up & break-down assistants (heavy lifting)
- others

Choose a high-traffic location for Wesley's product table. Ideally this will be near the entrance to the room or in another easily accessible area.

One month

Recruit workers to serve as greeters and ushers each evening.

Schedule nursery workers to staff church nursery for each meeting. BibleQuest begins one hour before the evening service. The evening service may last 1 1/2 hours.

Secure an experienced photographer to take pictures documenting the events of the week.

Wesley will provide a digital camera for his/her use. S/he should be available to go with Wesley to the events planned for the week (school assemblies, breakfast or lunch meetings, BibleQuest, etc.)

Contact someone to help with sales at Wesley's product table each night. S/he should be a trusted individual who is capable of handling money transactions and operating a credit card machine.

During the Event

When Wesley arrives in your community, please have equipment workers-three or four strong, healthy backs-at the church to help him unload and set up his equipment. **The equipment is quite heavy.** This usually will be Saturday p.m. Wesley will call one or two hours prior to his arrival.

Make sure Wesley has access to worship area during the day.

Be sure that doors to church and needed rooms (nursery, BibleQuest check-in area, etc.) are unlocked on time.

Check thermostats in each room to see that the room temperature is comfortable.

Set up product table in high traffic area.

Be sure that greeters, ushers, nursery workers, table personnel are in place for each meeting.

Give instructions to greeters and ushers. There will be an offering received for Wesley Putnam Ministries at each service.

The Master's Storyteller

On the last evening, ushers will distribute the My Response cards to each person attending the service. Wesley will indicate at the close of the service when it is time for them to be passed out. **(Please check with the Follow-Up Committee chairperson to see that the My Response cards have been printed and are ready to distribute.)**

Have a glass of fresh water near the podium each night.

Be available to help Wesley with any last-minute logistical needs.

After the service on Wednesday evening, have three or four persons available to help Wesley tear down his equipment. If Wesley is in the RV, have one or two men available the next morning to load the equipment.

After event

Participate in the evaluation.

Express thanks to all volunteers.

Wesley Putnam Ministries

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