

# SET UP CHECKLIST

Description: The sanctuary and quiz rooms need to be organized for the day of quizzing by arranging chairs, tables and equipment.

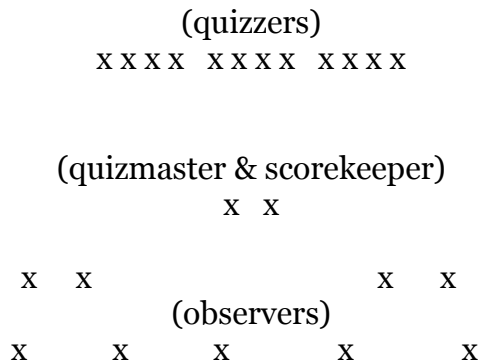
- Arrive half an hour early. For the sanctuary, check with Karl Kirkman for set up instructions. For the quizzing rooms, check with Jim Benson.
- For the A/B League quiz rooms and Novice League quiz room, bring one full cart of 48 chairs, from the shed, into the church. Go to Jim Benson for the password code to open the shed.
- For the Little League quiz rooms, take chairs from storeroom C3, and rooms C1 and C2. Little League quizmaster's tables are also taken from storeroom C3.
- Set up all A/B League, Little League and Novice League quiz rooms in the following format:

Place 12 metal chairs for quizzers in an arc, facing the quizmaster's table.

Place two chairs behind the table for the quizmaster and the scorekeeper.

Place one quiz box on each quizmaster's table and one quiz pad on each of the 12 metal chairs. Leave equipment container for quiz box and pads in the room.

Place 8 - 12 chairs, according to available space and chairs, for observers.



# CLEAN UP CHECKLIST

Description: The church needs to be left in good condition by vacuuming carpets, collecting trash and returning all items to their proper places. Clean up goes quicker, if you are able to bring your own vacuum.

## At the end of the individual round (all able-bodied individuals can help):

- Every quiz room must be returned to its original arrangement, according to the diagram in each room, **BY THE QUIZZERS** in the room. Help from families observing the round would be most appreciated.
- Place chairs from the A/B League and Novice League rooms on the cart and return the cart to the shed. Go to Jim Benson for the password code.
- From the Little League rooms, return tables taken from the storeroom, C3.
- Put quiz boxes and quiz pads in their own containers. The container for a particular quiz box and pad set will be in the same room where the quiz box and pads were used. Bring all containers with quiz boxes and pad sets to the tables outside the sanctuary.
- Pick up trash, and put it in garbage cans. Put items from the day in their proper places.

## At the end of the meet:

- Vacuum Welcome Center and hallways completely. Vacuum cleaners are located in room M1, near the kitchen.
- "Spot" vacuum the sanctuary, fellowship hall (especially the red border), and all the quiz rooms.
- Collect trash from all quiz rooms and bathrooms. Bags are found in room M1. Collected trash can be placed in the dumpster behind the picket fence, near the playground.

## WORSHIP CHECKLIST

Description: Worship time occurs at the beginning of the meet, and generally, requires preparing and leading two hymns/praise songs. Families or A/B League quizzers may volunteer.

- Before the meet, choose and prepare two hymns or praise songs. You will need to provide your own accompanist.
- Email lyrics (or powerpoint) to Jim Benson at jimandjanetb@jjmmjmmm.com. He will help present your songs during the worship time.
- PRACTICE.
- Arrive 15 minutes early on the day of the quiz meet.
- Lead the group in singing during the worship time.

## DEVOTION OR TESTIMONY CHECKLIST

Description: During the worship time, a 5-minute devotion, or a brief testimony, is shared. For devotions, A/B League quizzers or adults are encouraged to volunteer. For testimonies, anyone, including individuals or teams, may volunteer to give a testimony.

- Choose a passage or topic for your devotion or testimony. Need ideas? Consider questions, such as:

"What does Bible Quizzing mean to me?"

"What spiritual truth have I learned from the scripture passage this month/season?"

"How has God changed me through quizzing?"

"Which verse/passage stands out to me, and why?"

- Write what you want to say, and practice.

- Share your devotion/testimony after the worship music at the meet.

## Emmanuel Baptist Church Map

