THINGS YOU WILL NEED/WANT AND WHERE TO FIND THEM. PLEASE RETURN THEM BEFORE SUNDAY AFTERNOON CHECK OUT WITH THE SUPERINTENDENT.

AGAPE:

* TV trays (5) – in the ‘back room’ of the Chrysalis Room
* Card tables (2) – in the ‘back room’ of the Chrysalis Room
* Shelf clips – one in each section of cubbies
* Study Talk:
	+ Table – use a white one from the Dining Room
	+ Cover – use a sheet from the shower room or table cloth from the Dining Room (one that the Kitchen does not need for their color schemes)
* Dressing Room for Speakers:
	+ Card table – in ‘back room’ of Chrysalis Room
	+ Lamp – in NGa closet
	+ Basket for pre talk letters – in NGa closet or Servants’ Den
	+ Decorative table cloth/runner – in Chapel closet
	+ TV trays (decorative) – in NGa closet

HOUSING:

* Power strips & extension cords – behind the door in Supply Room, end of Mt. Top (labeled with KR)
* Flashlights – some available in Dining Room long cabinet far left drawer
* Two sided sticky tabs to hang things on walls– given to you by Superintendent (return unused ones)
* Clip on hooks to hang light items from the ceilings – on shelf above work bench in Supply Room
* Extra sheets, towels, blankets, pillows – on shelves in both Shower Rooms (labeled with KR)
* Silence signs – back wall of Chapel closet (end of long hallway by NGa closet)
* Chairs for shower rooms – in ‘back room’ of Chrysalis Room
* Table for hallway – either card table in ‘back room’ of Chrysalis Room, or white table from Dining Room
* Luminaries – in metal shed outside Shepherd’s Staff
* Tea lights for luminaries – in Chapel closet
* Extra dorm ‘agape’ supplies (toiletries) for shower rooms – in Supply Room at end of Mt. Top
* Extra toilet paper/paper towels/cleaning supplies – in Supply Room at end of Mt. Top
* Hoses – hanging on hook at end of counters in both Shower Rooms for cleaning shower stalls
* Cleaning supplies – under counters in each bathroom, in blue buckets (includes all purpose, sanitizer, small/med/large trash liners and cleaning cloths)
* Brooms – in shower rooms, chapel bathroom, and men’s bathroom
* Washing machine – in men’s bathroom
* Dryer – in Kitchen (to dry towels and sheets, NOT bathmats – coordinate timing with kitchen)
* Bathroom ‘CLOSED’ signs – in Dining Room, long cabinet, first drawer on the right!
* Vacuums – behind doors in hallway also in Chrysalis Room, Chapel closet, Agape Room and Servant’s Den
* Vacuum for under the bunks…a Shark in Supply Room at end of Mt. Top (also one behind hall doors)
* Steam Mops for all bathroom floors…two Shark in Supply Room at end of Mt. Top

TECHNOLOGY:

* Remote for TV Monitors – on top of the sound equipment in Conference Room
* Remote for DVD – on top of player in Chapel or in metal cabinet in N Ga Closet
* Power strips & extension cords – in Music closet or behind the door in Supply Room at end of Mt. Top (labeled with KR)
* Gaffers tape – in Music closet in Chrysalis Room.
* Movie for Thursday night – in metal cabinet in NGa closet.
* Hearing Aid amplifiers – in Music closet in Chrysalis Room
* Candlelight seating chart – on PowerPoint (just in case back up is against the wall in Chapel closet with table names (use double sided tape/stickies)

CHAPEL:

* Cross for crosses – in Chapel closet (3 available)
* Tissue – top shelf of Chapel closet, and in far-right end of long cabinet in Dining Room
* Flowers – top shelf of Chapel closet
* Lighters – some in Chapel closet – suggest you bring a few with you
* Silence signs – on back wall of Chapel closet
* Large silence signs for hallways - against back wall in the Chapel closet
* Crown of thorns – top shelf of Chapel closet
* Communion needs (chalices, patens, cloths), anointing oil & cross draperies – in Chapel closet
* TV trays – in ‘back room’ of Chrysalis Room
* Candles – most found in Chapel closet (extras behind the door in Supply Room end of Mt. Top)
	+ Tapers – for in front of podium in conference room
	+ Votives – for chapel and prayer chapel candle holders – add water
	+ Tea lights – with metal bottoms for use in jugs for candlelight
	+ Handheld – for candlelight walk (more in metal shed outside Shepherd Staff)
	+ Battery tea lights – may be used instead of votives…replace with votives at end of weekend
	+ Battery handheld candles – in metal cabinet in NGA closet (for indoor portion of candlelight and Sunday morning serenade)
* Spare light bulbs for reading lights in Chapel – in white cabinet in Supply Room (end of Mt. Top)
* Chair covers for Chapel (with names embroidered) – women’s weekends – in Chapel closet
* Baskets for dying moments – in Servant’s Den or Dining Room (long cabinet)
* Crosses for chapel visits – in Chapel closet
* Seating chart for Candlelight – on PowerPoint (just in case back up is against the wall in Chapel closet with table names (use double sided tape/stickies)
* Handheld candles for candlelight – in metal shed outside Shepherd’s Staff
* Luminary jugs – in metal shed outside Shepherd’s Staff
* Closing podium – white one from Chapel
* Closing communion table – small table from Chapel
* Closing dining room set up diagram in far right drawer in long cabinet in dining room

KITCHEN:

* Almost everything needed is in the Dining Room, pantry and/or Kitchen.
* Back up supplies – in the Supply closet at the end of Mt. Top
* Borrowed items by dorm/chapel/agape/others should be returned
* Angel robes – in Music closet in Chrysalis room
* Battery hand held candles – in metal cabinet in North GA closet (for inside candlelight and Sunday morning serenade)
* Last supper monk robes – in Music closet in Chrysalis room
* Monk signs – in Music closet
* White chair covers for angel breakfast in North GA closet in tubs
* Closing dining room set up diagram in far-right drawer in long cabinet in dining room

DEN SERVANT:

* Snack table – use white one from Kitchen
* Table cloth – use one from Kitchen they will not need
* Carafes, pitchers – in Servant’s Den and/or Kitchen
* Paper products – some in Servant’s Den and/or in pantry in Dining Room
* Cold drink cups, decorative paper plates & napkins are NOT provided…bring to match your theme/color scheme
* Baskets, serving bowls and trays in Servant’ Den
* Ice – put in rolling cooler, get ice from Kitchen
* Coffee supplies – found in pantry in Dining Room
* Index cards for passing notes to conference room – in North GA closet
* Drinks, water, snacks left from previous weekend – in North GA closet
* If trays/utensils are borrowed from Dining Room/Kitchen please return at end of weekend

FACILITIES COORDINATOR:

* First aid supplies – large tubs in North GA closet to refill throughout facility as needed
* Defibrillator and blood pressure cuff/stethoscope – in Kitchen next to electric room by phone
* Conference Room supplies – in North GA closet and Servant’s Den
* Sign for photograph – in North GA closet, numbers are in the metal cabinet in the closet
* Battery hand held candles – in metal cabinet in North GA closet
* Study Talk:
	+ Table – use a white one from the Dining Room
	+ Cover – use a sheet from the shower room or table cloth from the Dining Room (one that the Kitchen does not need for their color schemes)
* Vacuums – behind doors in hallway also in Chrysalis Room, Chapel closet, Agape Room and Servant’s Den
* Camera in metal cabinet in North GA closet
* Closing dining room set up diagram in far-right drawer in long cabinet in Dining Room
* Bathroom ‘CLOSED’ signs – in Dining Room, long cabinet, first drawer on the right!

ASSISTANT LAY DIRECTORS:

* Defibulater and blood pressure cuff/stethoscope – in Kitchen next to electric room by phone
* Extra Defibulater pads – in case and also in drawer under microwave in coffee room area
* Phone number for bon fire – on bulletin board next to tablecloths in coffee room area
* Sign for picture – standing on end in the NGa closet
* Numbers for picture identification – in metal cabinet in NGa closet
* Bibles and candle sticks for table in front of conference room podium – in Chapel closet
* 3 legged stool – on top shelf near the door in North GA closet
* Supplies for tables in conference room – in North GA closet

BOARD REP:

* Camera for picture - in metal cabinet in NGa closet
* Sign for picture – standing on end in the NGa closet
* Numbers for picture identification – in metal cabinet in NGa closet