

TECHNICAL DIRECTOR CHECKLIST

BEFORE THE SERVICE:

1. Plan to arrive between 9:30 and 9:45 AM.
2. Unlock all doors (Garden, Barnum, Elm Street).
3. Set heat in Founders Room and Sanctuary at 65 degrees.
4. Turn on all lights in hallways, sanctuary, Founders, Emerson and Barnum.
5. Place UU Parking signs outdoors - one by UUCM left driveway, the other across the street by Bales School driveway (the one closer to the Oval).
6. Turn on sound system - one button.
7. Turn on tape deck, insert blank tape and adjust to be ready to record.
8. Fill altar candles with fuel. (Sue Wahlen does this)
9. Set-up tea lights (replacements behind curtain to right of pulpit). Add today's date to the next page in book near tea lights.
10. Set up Concerns candles. Place 12 small candles in basket next to bowl of sand.
11. Position floor mike.
12. Remove cover from piano, open piano, and position light on music stand.
13. Place Order of Service on pulpit and on piano.
14. Place short glass of water on pulpit.
15. Tidy up hymnals, remove old papers, etc.
16. At 10:20 AM light altar candles and large concerns candle. (Not chalice).
17. At 10:25 AM press red record button on tape deck. Arrange drapes as you depart.

TECHNICAL DIRECTOR CHECKLIST

AFTER THE SERVICE:

1. Turn off sound system (one button only).
2. Stop audio tape, remove, label and leave in administrator's office.
3. Extinguish all candles.
4. Close piano and cover.
5. Remove water glass from pulpit, wash and return to kitchenette closet.
6. Turn off all sanctuary lights.
7. Assist in stacking blue chairs in Emerson and place in rear of sanctuary, next to pocket doors (which should then be closed).
8. Turn thermostat off in Sanctuary and Founder's Room.
9. Close doors to sanctuary and Emerson Hall.
10. Retrieve parking signs and store in front hall.