

		<h2>Facilities Setup Team</h2>	<h2>0604</h2>
<p><b>Purpose:</b> To assist with the setup of conference logistics.</p>			
<p><b>Commitment Level</b></p> <p>Conference - 1-3 Days Average per week - 8-10 hours</p>		<p><b>Responsibilities</b></p> <p>Pre-Conference During Conference Post Conference</p>	
<p><b>Reports to:</b></p> <p>FACILITIES COORDINATOR Facilities Captain</p>		<p><b>Works closely with:</b></p> <p>Logistics Recruiting Coordinator EVENT DIRECTOR Facilities Captain Retail Event Manager Venue Event Manager/Coordinator Logistic Group Volunteer Recruiting Team</p>	

**Responsibilities pre-Conference:**

1. Help recruit volunteers.
2. Attend scheduled conference planning/prayer meetings.
3. Pray for the conference.
4. Become familiar with job description and schedule for Facilities Team.
5. Assist with equipment, deliveries, setup, and specific requests from Facilities Captain and FACILITIES COORDINATOR.
6. Help prepare directions and on site signage.
7. Be familiar with the venue layout knowing the locations of entrances, parking, restrooms, elevators, and first aid areas.

**Responsibilities During Conference:**

1. Assist with the basic setup needs of the logistics area.
2. Assure that rooms are setup with appropriate number of tables and chairs
3. Deliver TVs to rooms as noted on the room assignment sheet. Note: PK Audio/Video Manager or contractor will hook up TVs.
4. Ensure that all TVs are retrieved and stacked on pallet in warehouse area.
5. Assist FACILITIES COORDINATOR & Facilities Captain in the setup and tear down of the field/floor (if applicable).
6. Ensure equipment is functioning and refueled/recharged properly.
7. If equipment is damaged, assist Facilities Captain in completing incident reports.
8. Affix room assignment signs to ancillary rooms assigned to Promise Keepers.

9. Label golf carts identifying the area to which each golf cart is assigned – only if golf carts are on equipment list.
10. Assist and complete all tasks assigned by Facilities Captain or FACILITIES COORDINATOR.

**Responsibilities Post-Conference:**

1. Assist in the timely return/pickup of equipment by vendor.
2. Debrief with Facilities Captain.