

		Pipe & Drape Supervisor	0805
Purpose: To direct Pipe & Drape team through the set up and tear down of pipe & drape, tablecloths & skirts, and tables & chairs.			
Commitment Level		Responsibilities	
Recruiting - 1 – 3 Months Average per week - 3 hours During Conference - See shift schedule		Pre-Conference During Conference	
Reports to:		Works closely with:	
Exhibit Manager		Pipe and Drape Team Exhibit Captain Facilities Captain Facilities Team Coordinator Venue Event Manager/Coordinator	

Responsibilities pre-Conference:

1. Recruit your Pipe & Drape team.
2. Attend scheduled conference planning/prayer meetings.
3. Pray for the conference.
4. **Visit arena (as requested by Facility Coordinator) to become familiar with room assignments and venue layout.**

Responsibilities during Conference:

1. Direct Pipe & Drape team through setup phase as directed by the Exhibit Captain and/or Manager. You may also be provided a room assignment list to aid in the setup.
2. Help check-in and out pipes, drapes, table covers & skirts, and tables from Promise Keepers stock.
3. Direct Pipe & Drape team through the breakdown and retrieval of items from the concourse and rooms when items are no longer needed.
4. Help ensure that **all** items distributed are retrieved and properly packed for shipping.
5. **Heavy lifting.**