

EVERYTHING YOU NEED TO KNOW

- 1. ENTER YOUR CODE AND GET THE KEY OPEN THE GATE.
- 2. PLUG IN THE OUTDOOR LIGHTS.
- 3. UNLOCK ALL THREE FRENCH DOORS.
- 4. RETURN THE KEY TO THE KEY BOX.
- 5. TURN ON THE LIGHTS AND THE FANS.
- 6. SET THE A/C TO 76°.
- 7. GRAB THE SIGNS AND PLACE THEM OUTSIDE LIKE THIS:



EVERYTHING YOU NEED TO KNOW

- 1. WE DO NOT HAVE COFFEE OR SNACK SERVICE AT THIS TIME.
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- 2. CHAIRS MUST BE KEPT 6 FEET APART FROM EACH OTHER.
- 3. FACE MASKS ARE MANDATORY. MAKE SURE OUR COMPLIMENTARY SUPPLY ARE PROMINENTLY DISPLAYED ON OUR TABLE.
- 4. TAPE ONE "MASKS REQUESTED" SIGN ON THE ENTRANCE DOOR AND PLACE THE OTHER ON THE TABLE CLOSEST TO THE DOOR.

SHOULD SOMEONE REFUSE TO WEAR A MASK BUT STILL WANT TO ATTEND THE MEETING, THEY MUST:

- 1. CONFIRM THEY DO NOT HAVE COVID-19 NOR ANY COVID RELATED SYMPTOMS.
- 2. REMAIN 6 FEET AWAY FROM EVERYONE IN ATTENDANCE, AT ALL TIMES.

IF THEY REFUSE EITHER ONE OF THE ITEMS LISTED ABOVE, THEY WILL NOT BE PERMITTED INTO THE MEETING OR MUST SIT OUTSIDE.





EVERYTHING YOU NEED TO KNOW

- THE BLACK BOX SHOULD CONTAIN THE SCRIPT, CHIPS, PURSE, 7[™] TRADITION ENVELOPES, ANNOUNCEMENTS FOLDER, 3 PLEXIGLASS SIGNS, NEWCOMER PACKETS, 7[™] TRADITION QR CARDS, MEMBERSHIP FORMS, ZOOM FLYERS, INTERGROUPER SIGN-UP SHEETS, PENS AND COVID MASKS.
- THE INTERGROUPER SIGN, THE SPINWHEEL, OUR MEETING TOPICS AND RESPONSIBILITY STATEMENT SIGN (ROLLED UP IN A TUBE) ARE ALSO KEPT IN THE CLOSET.
- THE SCRIPT, CHIPS, PURSE WITH QR CARDS INSIDE, NEWCOMER PACKETS (3) AND A 7TH TRADITION ENVELOPE GOES ON THE TABLE IN FRONT OF THE HOST'S CHAIR. EVERYTHING ELSE GOES ON THE LITERATURE TABLE:



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- THE INTERGROUPER SIGN, THE SPINWHEEL, OUR MEETING TOPICS, THE RESPONSIBILITY STATEMENT SIGN (ROLLED UP IN A TUBE) AND THE THREE OUTDOOR SIGNS ALSO GO BACK IN THE CLOSET.
- REMOVE ANY TRACE THAT WE WERE IN THE BUILDING. EVERYTHING GOES BACK THE WAY IT WAS.
- SET THE THERMOSTAT BACK TO 82°
- TURN OFF THE LIGHTS AND FANS. MAKE SURE ALL THE DOORS ARE LOCKED.
- UNPLUG THE OUTDOOR LIGHTS.
- LOCK THE GATE WITH THE PADLOCK AS YOU LEAVE UNLESS SOMEONE FROM THE CHURCH IS STILL IN THE BUILDING.