



# breakthrough

## JOB DESCRIPTION

# Room Set Up

## Purpose

To set tables, chairs, screens, and sound system according to the immediate needs of the training.

## Way of Being

Accurate, fast, able to work hard, cooperative.

## General Description

The Room Set-Up team member is responsible for setting up the room according to the immediate needs of the training. This job requires the ability to work quickly and efficiently with others.



## Mechanics

### Before the Training

1. Assist music person in the transport of the sound system and set up.
2. Familiarize yourself with how the chairs are to be arranged for each day/exercise (see following pages).
3. Prepare room, i.e., easel, tables, chairs, according to team captain's instructions.
4. Be responsible for coordinating an outside team to transport, tear down, and set up in the event of a facility change.

### During the Training

1. Make sure the room is set up according to trainer's and team captain's instructions.
2. Involve others in the process of setting up to room.
3. Oversee outside team in safely bringing equipment to other facility(ies) in the event of a location change.

### After the Training

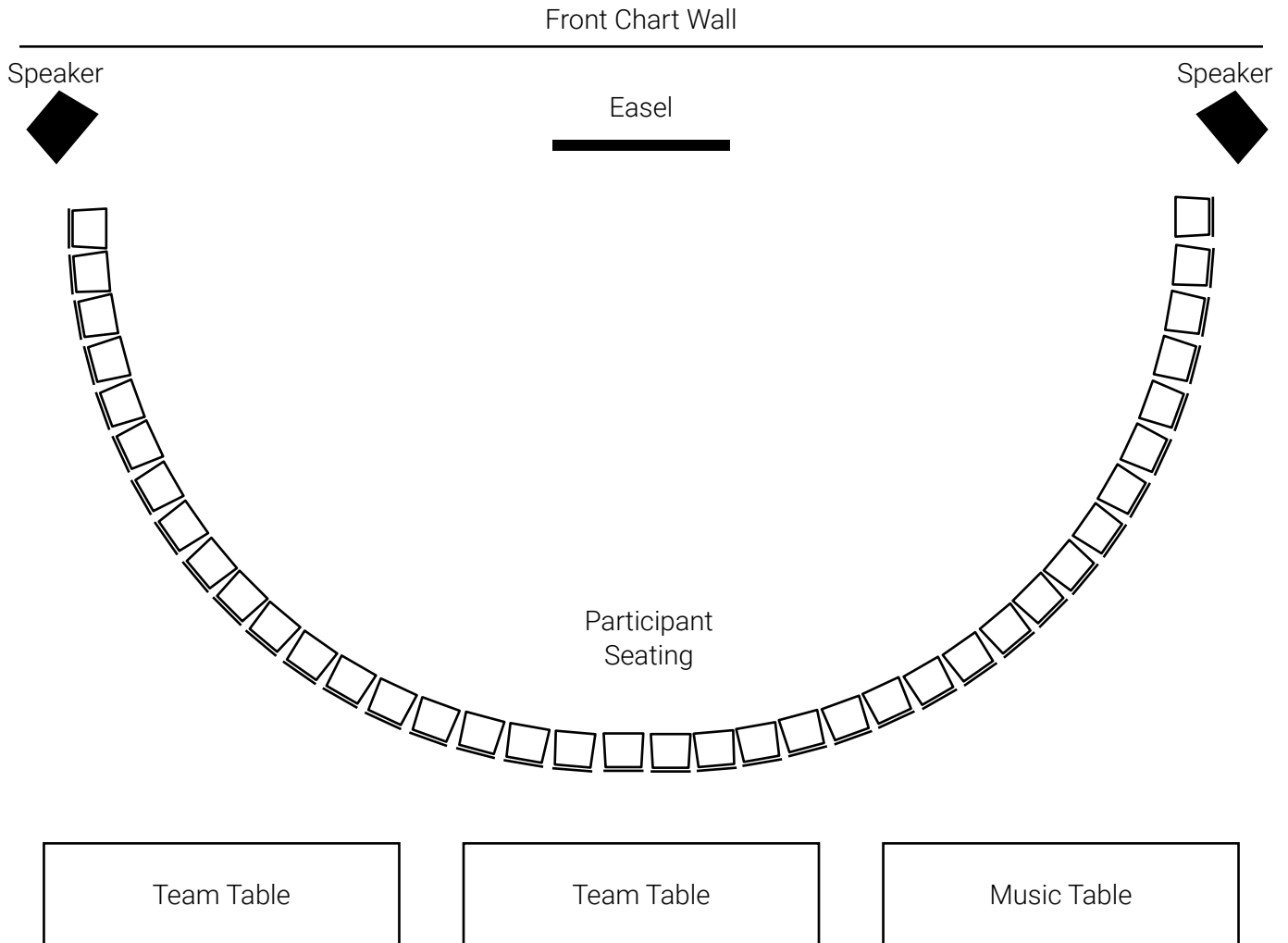
1. Assist with tearing down the sound system under the direction of the person responsible for music.
2. Return all pictures, chairs, tables, etc. to original location you found them in before the training.
3. Organize a clean up crew to come in on the night of the graduation.

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# Day-to-Day Summary of Chairs / Furniture Set-Up

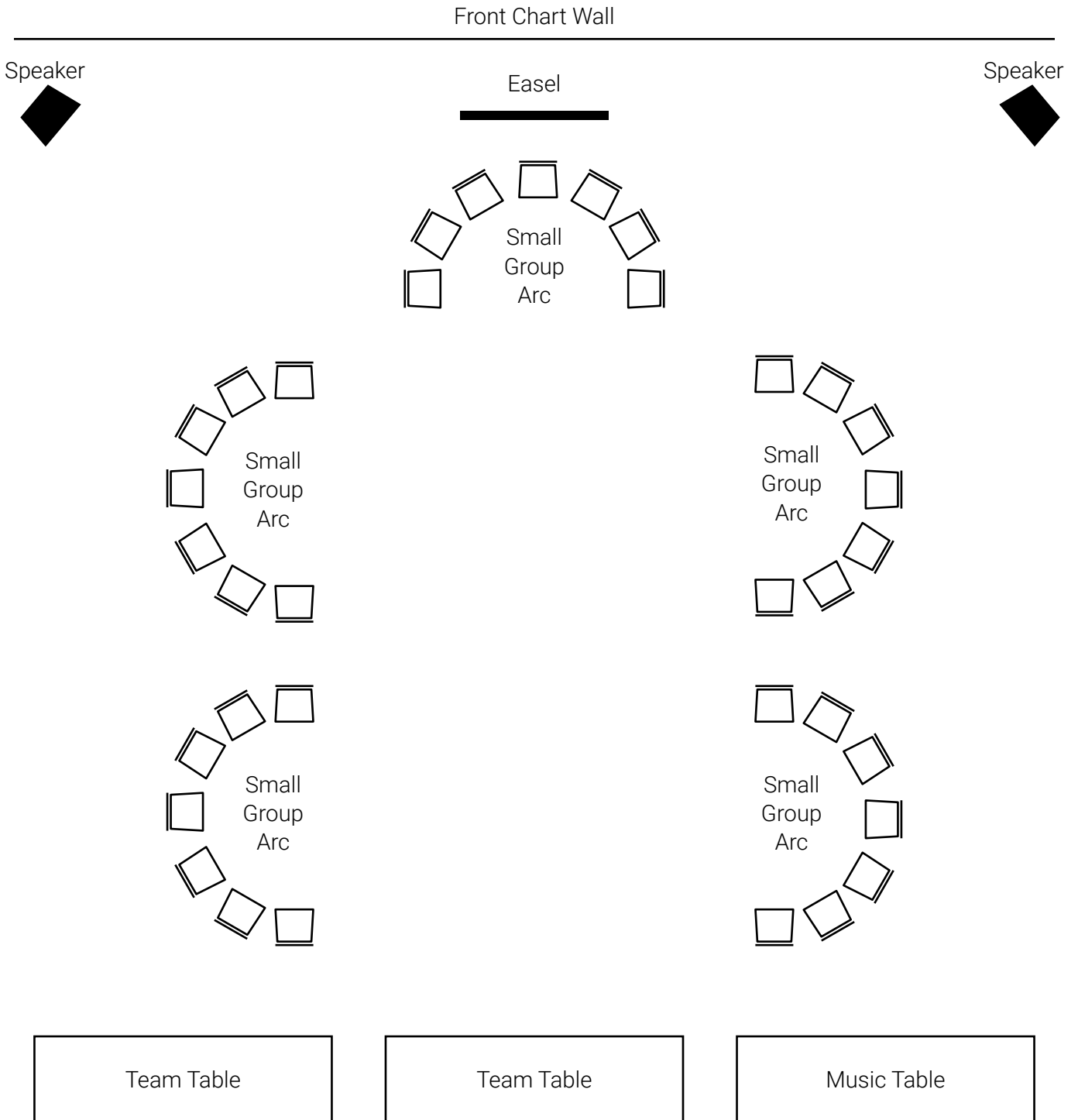
## Thursday AM:

All chairs in an arc, facing the wall where the theme charts and signs are hung. Make the easel readable from every seat. Unless specifically stated otherwise, this will be the seating arrangement for the majority of the training.



## Thursday PM:

Chairs are arranged in small-group arcs for "The Living Mirror" exercise. Check with the team captain to determine the number of arcs and chairs needed for each arc.



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## Friday AM:

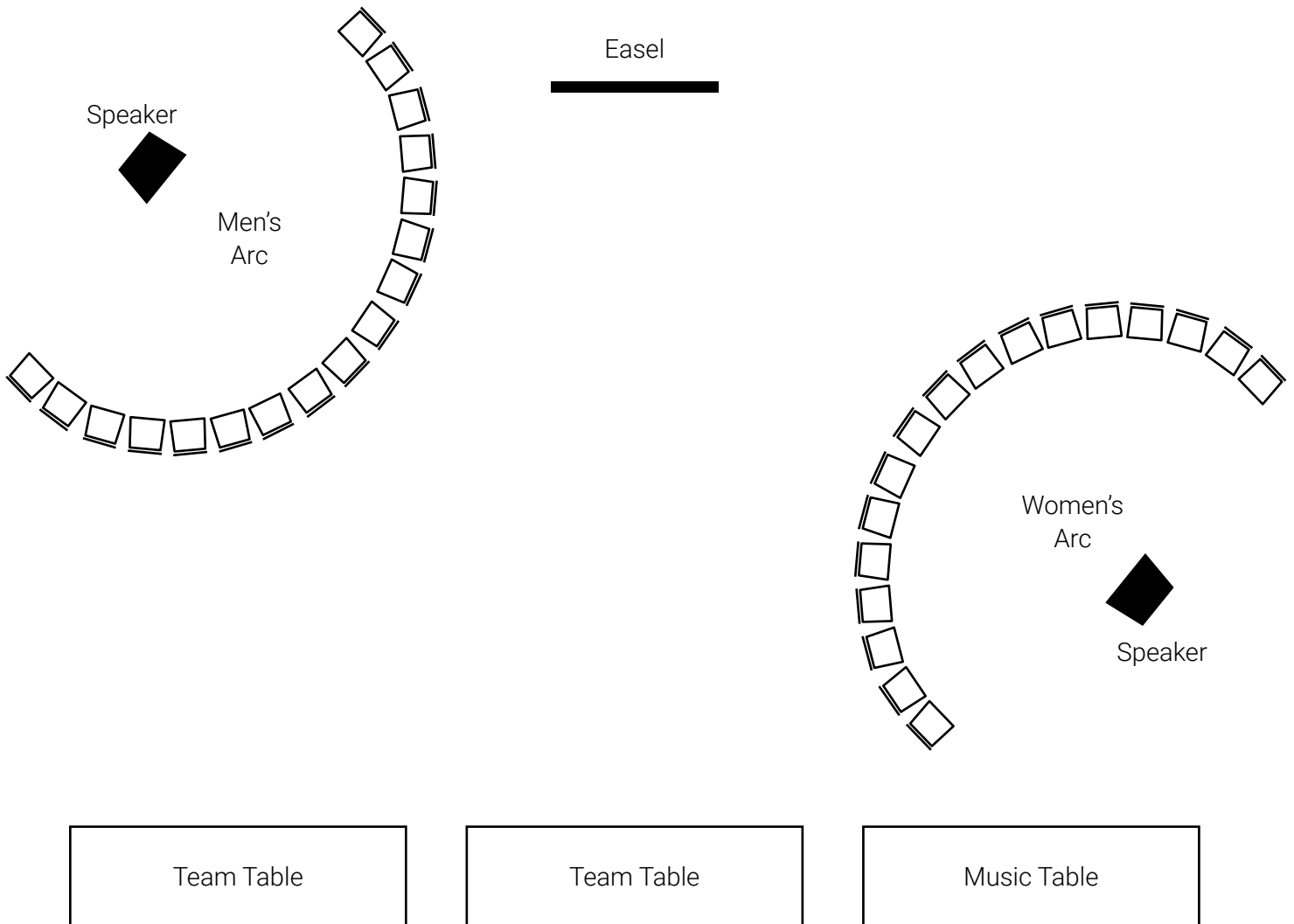
Return room to the original single arc from Thursday morning.

## Friday PM: Afternoon

After the trainer announces a short break, the room will be set up for the “Confessions” exercise. Make sure there are the correct number of chairs in each arc to accommodate the women and the men. Lights will be off for this exercise, so ensure that all outside sources of light can be blocked off.

Front Chart Wall

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## Friday PM: Evening

After the trainer announces a break, the room will be set up for the “Lifeboat” exercise. All of the chairs will need to be removed to the back of the room. Check with the Team Captain for further instructions.

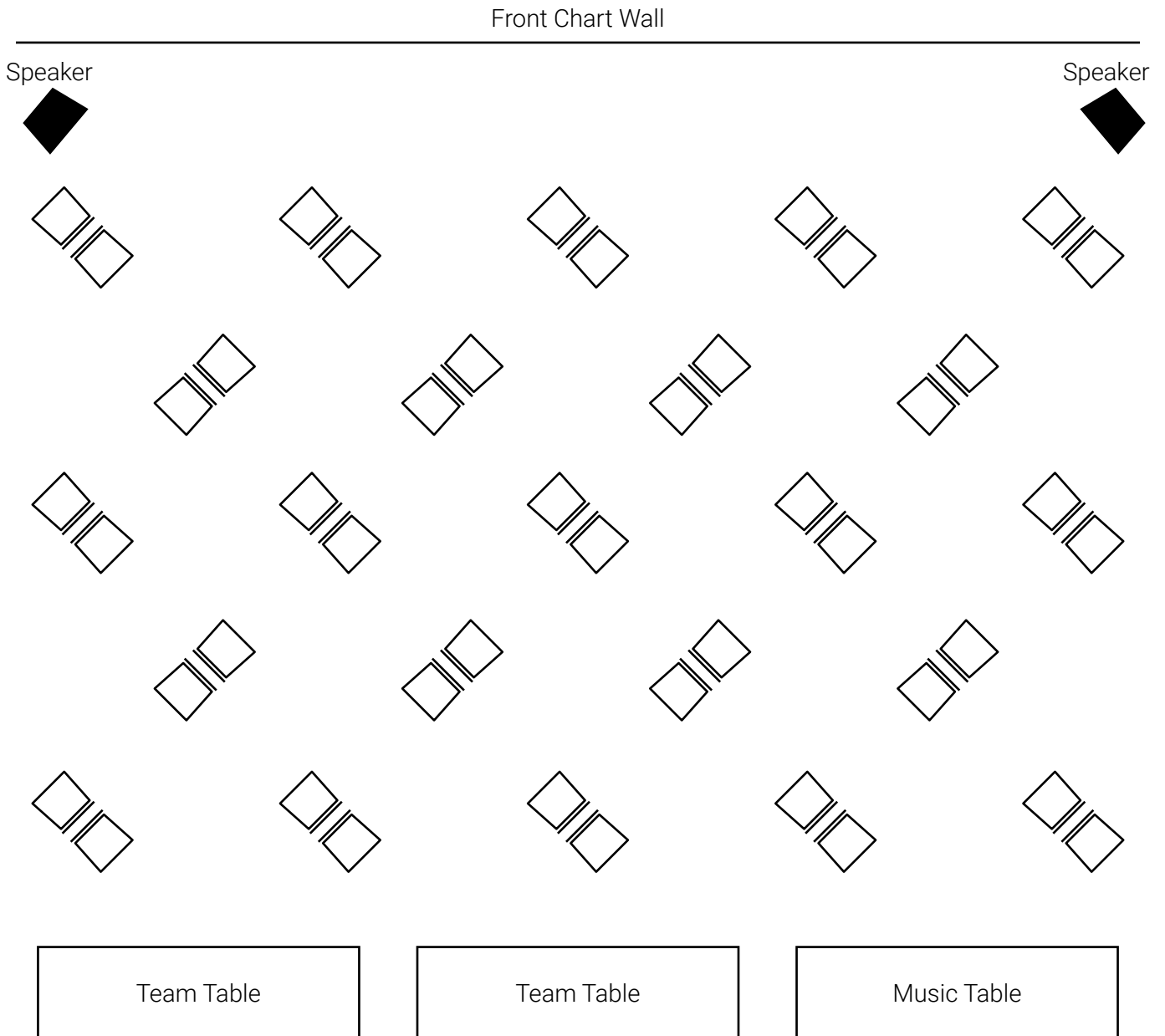
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## Saturday AM:

Return room to the original single arc from Thursday morning.

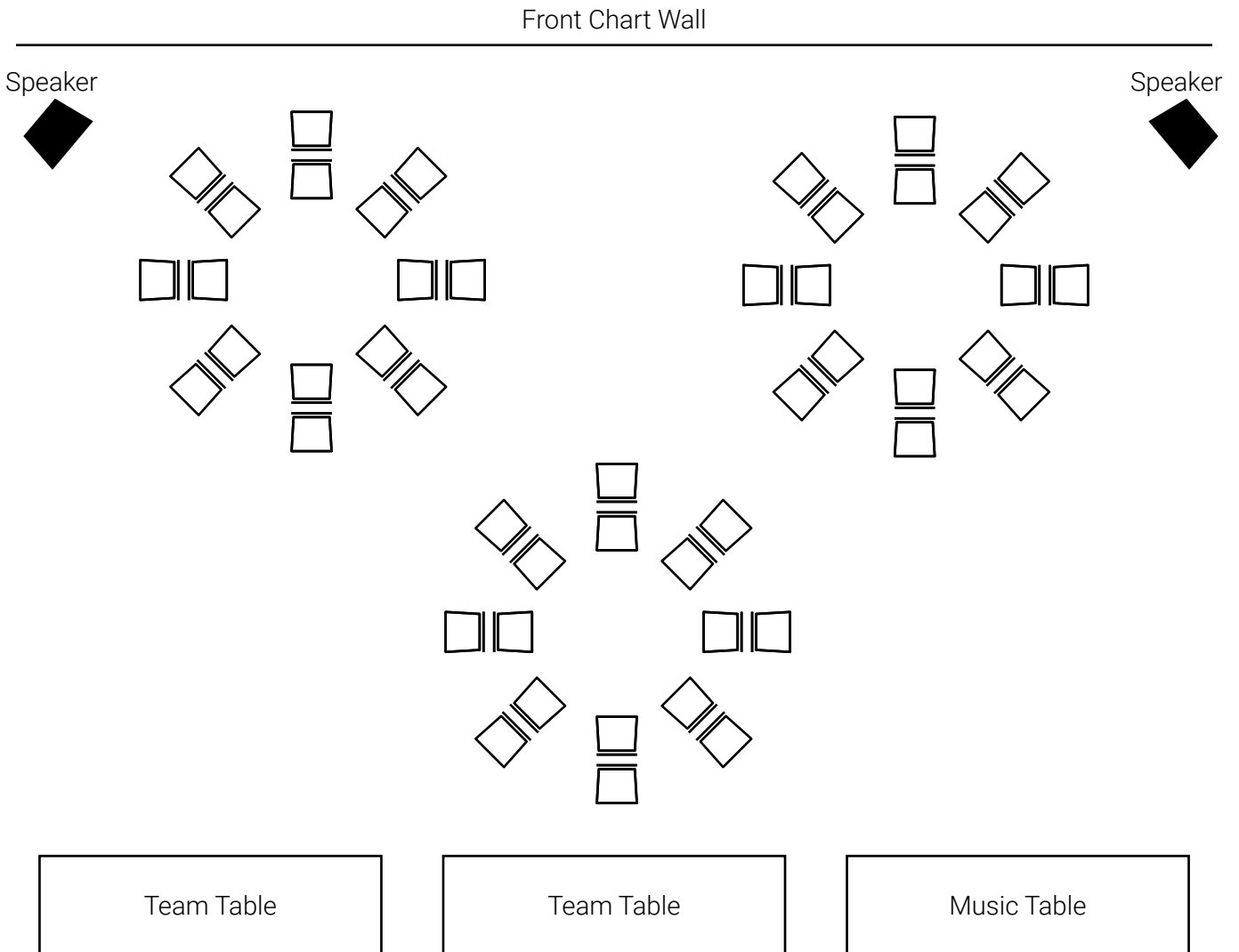
## Saturday PM:

For the "Weeping and Wailing" exercise, the chairs should be set up in dyads (pairs), back to back, in a herringbone pattern to give the participants plenty of room to get on the floor. The easel should be removed from the front of the room and team tables moved back to make as much room as possible.



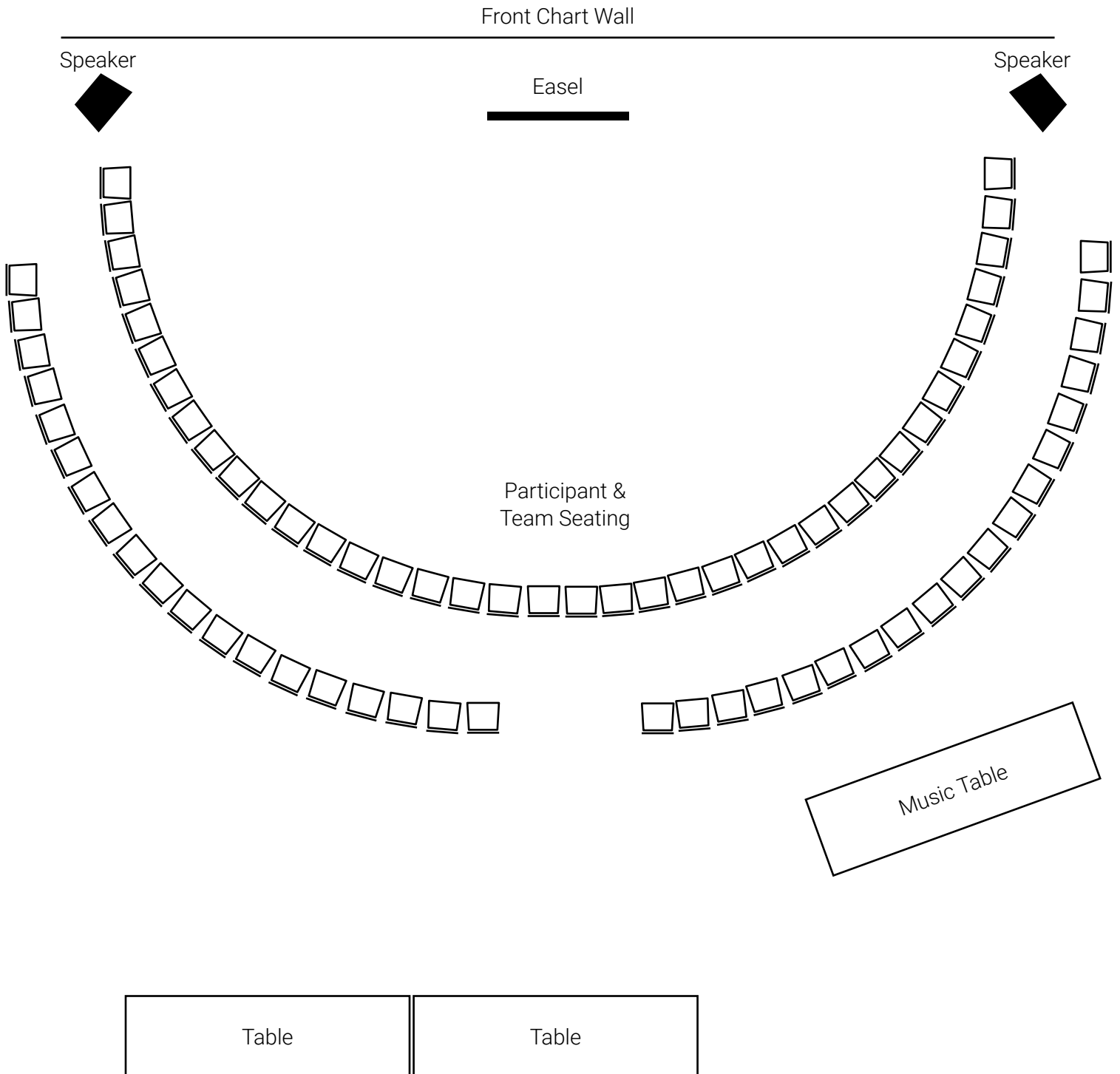
## Sunday AM:

For the "Tell Your Story" exercise, the chairs will need to be set up in concentric circles, with the inner circle facing out, and the outer circle facing in. Check with the team captain or trainer about the number of circles needed.



## Sunday PM:

For "David's Dance," all chairs (participants and team) should be in a large arc however they best fit in the room.



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## Sunday PM:

After dinner, all participant chairs should be in a series of small-group arcs backed by a large arc for team members and guests.

