

Legends Room Checklist

During Service

- ☐ Make sure all kids have sticker placed on their back
- ☐ If sticker falls off, let registration know to print new one

End of Service

- ☐ Distribute parent cue
- ☐ Radio registration when all kids have been picked up

After Service

- ☐ Tidy up activity table (supplies, folders, kids crew signs)
- ☐ Move materials from folders into next service folders
- ☐ Tidy up production table
- ☐ Make sure PCOs on back on production table
- ☐ Check mic and sound
- ☐ Make sure computer is charged and ProPresenter is ready to go
- ☐ Garbage check - let someone know if it's getting full
- ☐ Set up chairs for next service
- ☐ Huddle with servant leaders before dismissing (3min)
- ☐ Complete service notes