

## Team 1 Run Sheet - 8:30am

| Timeline | Meeting Place       | Tasks   |
|----------|---------------------|---|
| 8:30     | ONE80 Check-In Desk | Grab class tote and class banners   |
| 8:30     | Room 204            | Classroom setup   |
| 8:50     | Room 320            | Volunteer meeting   |
| 9:00     | Room 204            | Children start to arrive, take attendance, free play  |
| 9:10     |                     | Worship songs, circle time catch up, prayer   |
| 9:25     |                     | Snack time, free play   |
| 9:35     |                     | ONE80 MC comes in to deliver class lesson.  |
| 9:45     |                     | Craft/Activity/Game   |
| 10:05    | Parent Pickup       | Security to announce over the walkie talkie that service is ending. Volunteers to begin tidying up. |
| 10:15    |                     | Team 1 Volunteers dismissed after kids are picked up  |

## Team 2 Run Sheet - 10:00am

| Timeline    | Meeting Place | Tasks  |
|-------------|---------------|--|
| 10:00       | Room 204      | Team 2 arrives to help re-set up the class again   |
| 10:20-10:30 | Room 320      | Volunteer Meeting  |
| 11:00       | Room 204      | Children start to arrive, take attendance, free play   |
| 11:10       |               | Worship songs, circle time catch up, prayer  |
| 11:25       |               | Snack time, free play  |
| 11:35       |               | ONE80 MC comes in to deliver class lesson.   |
| 11:45       |               | Craft/Activity/Game  |
| 12:05       | Parent Pickup | Security to announce over the walkie talkie that service is ending. Volunteers to begin tidying up.                                  |
| 12:15       |               | Team 2 Volunteers dismissed after kids are picked up and rooms restored. Bring class tote and class signs back to Check-In desk area |