

COLLECTIVE TEAM SOP'S

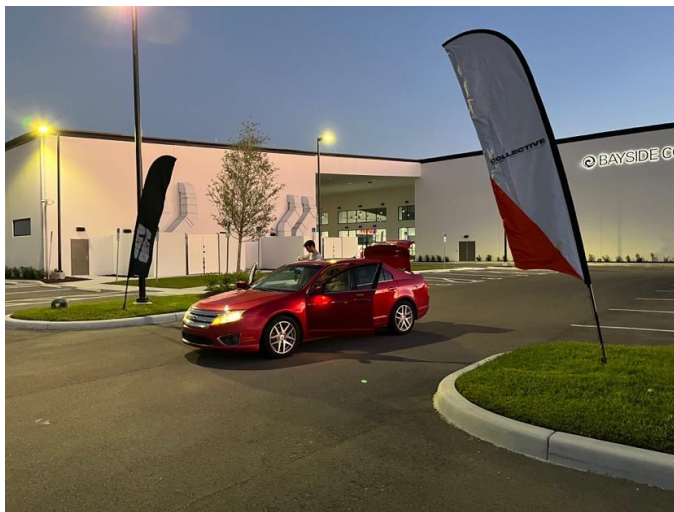
OUTDOOR EXPERIENCE TEAM—

5:00PM—

Huddle with Dream Team

5:20PM—

Head to trailer to unload 6 in-ground flags and 2 stand-up flags (See final map at bottom for details)



5:35PM—

Move cones to block drive through areas



5:40PM—

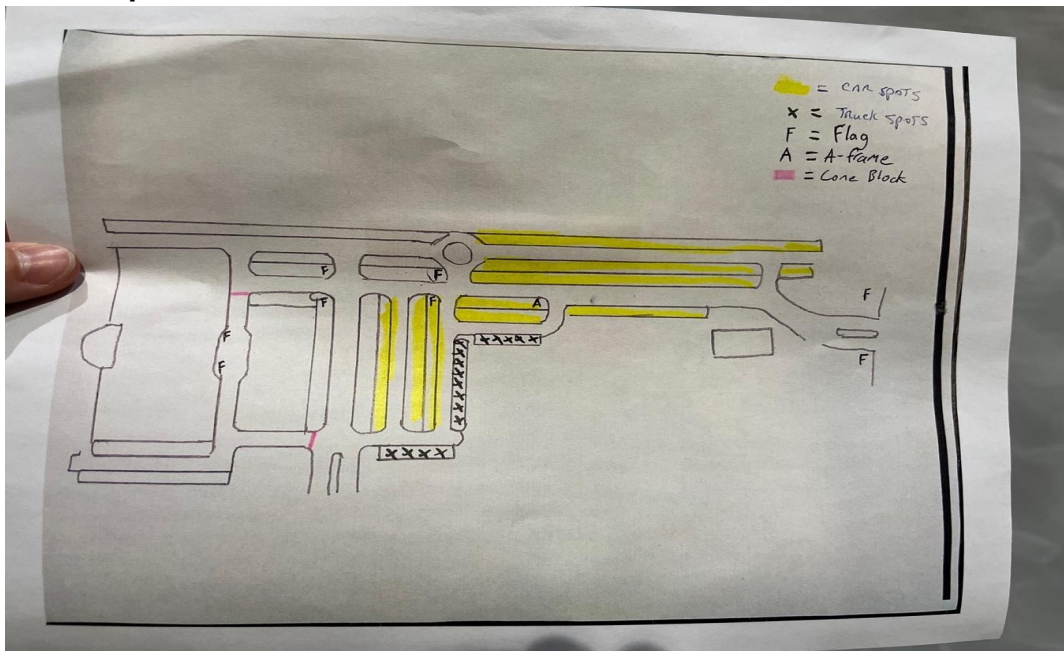
Set up A-Frame for Parking



6:00PM—

Huddle with Dream Team in YTH Aud

Final Map—



GREETER TEAM—

Our Vision is to create an environment for people to Experience Jesus, Find Community, and Light a Fire from the very first encounter.

Set Up:

Our job for set-up starts with putting up the fabric wall signs. We will set up 4 of the medium sized signs. 2 of them will be linked together to make the large fabric wall. One of the medium signs will go by the connect booth, and the other will go behind the coffee table.

Once we are finished setting up the signs, our job is to float around and assist other teams with set up.

Huddle @ 6:00PM:

A team huddle will take place at 6 pm in the youth auditorium located in the Hub. This is also the place where you can store all your personal belongings.

Roles:

Greeter:

2 stationed at each door (outside and auditorium) with pop signs (found in the Afterparty Case in the trailer).

Greet Collective guests with a smile. The key is to be joyful and energetic, but not overly loud and rambunctious (like it would for Bayside College Chapel).

Outside doors - 6:30

Auditorium doors - 6:50 (open at 6:55)

Ushers:

2 stationed in the main auditorium. 1 in each aisle.

Direct people to their seats, starting at the front of the auditorium and working back.

Tear Down:

Our job for tear down is to take down the signs we set up. We MUST make sure that the metal pieces end up in the same bag as they were in when we set up.

After we are finished with this, we will assist other teams with teardown

CONNECT TEAM—

The purpose of the Connect team is to obviously connect with young adults that enter the building. The primary responsibility of the Connect team is to flow across the foyer and build relations with young adults with the main intention of directing and placing people in “Groups”.

Things to keep in mind—

- Don't be robotic
- Build relationship before anything else
- Be intentional with who you are connecting with “listen more than speak”

SCHEDULE—

Dream Team Huddle Ends at 5:45

Connect Team meets for direction/encouragement @ 5:47 - 6:00

6:00 - 6:15 setup fabric walls (finish as quickly as possible)

6:15 - rest of the night connect with young adults until tear down.

Roughly @ 9:30 begin tearing down fabric wall

Notes—

- The Connect team is setting up the fabric walls for the Connect center ONLY. The setup team will put together the fabric walls behind the food table and coffee bar.
- The schedule for Collective has changed:
 - When everyone arrives at 5pm they will meet with team leads to start setup.
 - After the connect center is set up, help other teams finish up.
 - All teams will meet back together for Huddle until 6:15.
 - 6:15-6:30 meet in teams again or bathroom/snack/hangout
 - At the end of the after-party (9:30ish) we will have another Huddle as a large group then tear down together.
- Large black connect team box on wheels goes in hallway 2 after setup until teardown.

CONNECT CENTER SETUP INSTRUCTIONS:



FIND FAMILY HERE sign goes in front of the info sign on the left side of the window.

CLTV GRAY fabric wall goes at a slant in the corner between the window and connect center wall.

The Connect center table gets centered in front of the CLTV GRAY sign (it's not centered in the picture but it should be).

1 black high top table on each side of the Connect table. Groups will be at these high tops.

The Connect center is at the wooden top table.

CONTENTS OF BLACK BOX:

- 4 bags of pieces for two 20 ft. Signs. They are labeled. Setup team builds one and the other stays in the box we are not using for now.
- 2 bags for 2 10 ft. Signs. The connect team uses CLTV GRAY and the setup team uses the other one for the coffee bar. They are different so use the picture above for reference.
- 1 bag of two 20 ft fabric pieces.
- 1 bag for FIND FAMILY HERE sign. The Connect team sets this up and it goes on the left side of the connect center.
- 2 boxes of connect QR codes and bags of rubber bracelets.

Special instructions:

Make sure pieces for each individual wall stay in their specific bag otherwise it will be extremely confusing.

MERCH TEAM—



5pm- Full team will meet here and talk about any changes/updates for CLTV night.

- We will clear this section and move it by the first main auditorium door section on the right.
- The same way the image above is set up, set that exact format next to the first main auditorium door on the right.



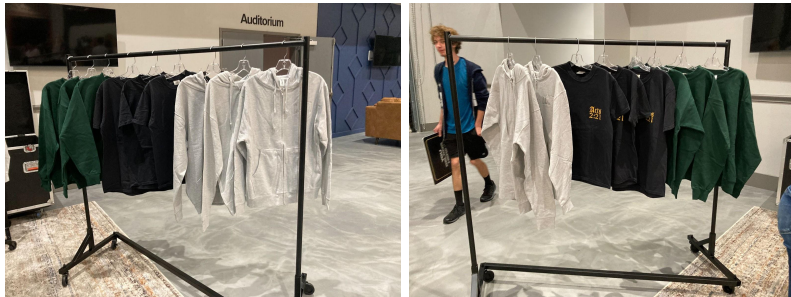
5:10pm- Walk to the trailer out back.

- On the left hand side, there will be two boxes labeled "Merch"
- There will also be 3 clothing racks stacked with each other on the left side of the trailer; all the way in the front after the merch boxes.
- Make sure to take both boxes out and the 3 clothing racks to the merch section



5:20pm- Set up

- When you bring the two boxes out together, make sure to line them up behind the TV's and leave the boxes up. (Shown like the picture)
- What is in the boxes are all the merch, organized by product and size. The boxes are labeled according to what is inside the box
- There are also black bags inside the storage units to use for holding the merchandise.



5:25pm- Set Up (Continued)

- As you are setting up the clothing and racks, make sure to have the clothing racks angled outward to the middle. Each item of clothing should have three of each. One Small, one medium, and one large. Same for each different item of clothing.
- The third rack will go directly in front of the two boxes
- The third rack will have all the Extra Large and Up sizes because those sizes are very limited and will be easier to find when CTLV customers need those sizes.



5:35pm- Merch Table

- The Table for the Merch table will be found in the worship lounge. Please ask before taking it as well, just in case.
- Take the black table on the right of the worship lounge and take it to the Merch table section.



5:45pm- Final Product

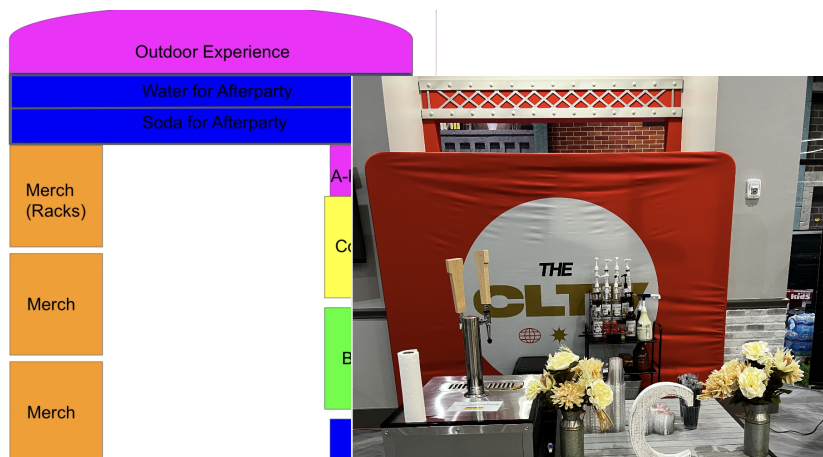
- This is the final look for the merch table set up.

6:00pm—Huddle in YTH aud

AFTER-PARTY TEAM—

MAP OF TRAILER^^

- **Set up location:**
 - In Front of the



- **Where to find the supplies**
 - Coffee Cart: Worship Lounge
 - Syrup Cart: Worship Lounge
 - Ice Chest: Cafe
 - Black table: Outside patio
 - Extra syrups, cups, straws, lids
 - Milks: Team lead or another team member will bring it

Food Team:

- **Set up location:**
 - In Front of the kids area (Middle)
 - Set up Utensils, plates, napkins on the side of each table
- **Where to find the supplies**
 - 4 tables- Middle of the foyer
 - Utensils, plates, napkins: afterparty rolling cart
 - Fridge: Volunteer lounge (make sure to plug it in and turn it on at the end of the night)
 - Drinks: Back of the trailer



Decor Team:

- **Set up location:**
 - Put decor on coffee table
 - Put games on round tables in the back
 - Put any extra decor on the food table
- **Where to find the supplies**
 - Afterparty rolling cart

PRAYER TEAM—

5:00pm—

Meet as a team and go over the CLTV Newsletter with details for the night and from the past month.

5:20pm—pray over one another and begin to pray over the service including the worship team and production team and the speaker.

6:00pm—huddle in YTH auditorium

6:30pm—connect with the attendees at The Collective

HOST TEAM—

Send Collective Speaker email 1 and a half to 2 weeks before Collective night. Check email every 2 days for response. When the speaker responds, send the notes to Rachel Stufflebean. If they do not respond, text Rachel and see if she has them, if she does not have them text Olivia Karow and Isabella Sannuto for information on what to do next.

Make sure you take out the parentheses when you are sending this email!
Read over every email before sending!

Hello (SPEAKER NAME),

**We are so excited for you to come and speak at The Collective on (DATE).
The young adults love to hear from different speakers monthly, and we
look forward to having you come and speak into their lives!**

A couple of things to know for the (DATE):

The service starts at 7:00 pm in the Youth Auditorium at the Lakewood Ranch Campus.

If possible, we would love for you to be there at 6:30 pm to confirm that production needs are met in regard to your message.

You will have 30-35 minutes for your message.

A couple of questions I have for you for the (DATE):

Do you have any favorite drinks or snacks?

Do you have any notes you like to show on the screens? If so, please send them to this email, or anytime before the (DATE).

Do you want to use a handheld microphone or a headset?

Do you have a keys cue?

Would you like a response song?

Will anyone be attending with you? If so, how many?

We are praying for you and are eager to hear what the Lord has placed on your heart. Please let us know if there is anything we can do for you. If you have any questions, please do not hesitate to ask!

We will see you at the Collective!

**Thank you,
The Collective Team**

After Collective Sunday, send a gratitude email Friday of. Make sure you take out the parentheses when you are sending this email! Read over every email before sending!

Hi (Previous Collective Speaker),

Thank you so much for your investment in our lives! We appreciate you taking the time to speak.

Here are some main takeaways we received:

(Share a couple of their points from that week, and how they spoke to our students)

Prayers are being sent your way! Have a great weekend!

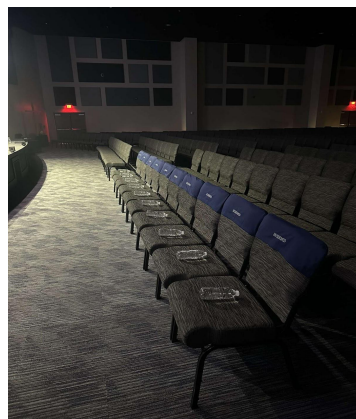
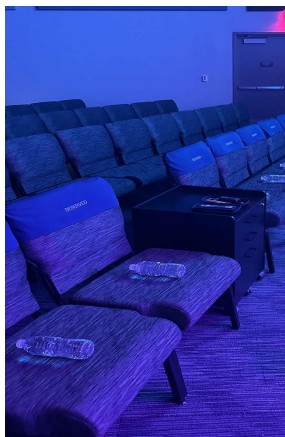
**Hope to see you soon,
The Collective Team**

Scheduling

Collective Night

5:00 - Meet with team, go over the Newsletter, and begin setup.

- Go into the green room and make sure everything is organized and clean.
- Put water on the table and any other drinks they may ask for.
- Make sure reserved seat covers are out.
- Seat covers and extra water are in the last drawer in the box shown to the left.
- After service put all the seat covers in the last drawer and 2 covers on either side of the box.



6:00 - Huddle in YTH aud

6:30 - Go into the main aud.

- Be ready to help anywhere needed.
- Talk to the stage manager about anything the speaker needs.
- When the speaker arrives, give them any instruction on service flow, and be present for any of their needs.
- Set out the little fires!

7:00 - Service starts!

After service, put reserved seat covers away and any leftover water you find!!