

ARRANGEMENTS TEAM

- **Venue Logistics** - The Arrangements Team will coordinate activities pursuant to the venue contract.
- **Event Production** - GO TELL Crusades, Inc. partners with a professional production company for sound, staging, lighting and video needs. Specifications will be provided for electrical and labor needs for the venue. Typically, a generator is needed for the production equipment. Power requirements are 75 KW. In addition, plywood is often requested to protect field areas. Volunteers will be needed for production load-in on the day before the Crusade week. Volunteers also will be needed for production load-out after the Crusade on the final evening (about 25 to 30 strong individuals).
- **Tables** - Approximately 20 tables (6 or 8 feet) are needed that will be used for counseling/usher materials and the GO TELL Resource area. If outside music groups participate, others may be needed.
- **Security** - Arrangements should be made for a reliable security entity to ensure the venue is secure during the services and overnight during the Crusade. **This provision is NOT OPTIONAL.**
- **Counseling Area** - The GO TELL Crusade Team or Counseling Chairman will determine the placement of chairs and the number of chairs needed. The chairs may be provided by local churches and/or rented from local companies. Chairs also should be placed at the GO TELL Resource Table.
- **First-Aid/Medical Treatment Plan** - An area should be designated for this purpose. Make certain that arrangements are made for necessary first-aid materials and an ambulance/EMT service that will be on call all nights of the Crusade. **This provision is NOT OPTIONAL.**