

ARRANGEMENTS TEAM

WHAT DOES THE ARRANGEMENTS TEAM DO?

Physical Provisions

- **Venue Contract** - The Arrangements Team will obtain and review the contract, ensuring the venue is secured for the specific dates of the Crusade. All contracts must be signed by GO TELL Crusades, Inc. personnel. Any insurance certificate requirements will be handled by the GO TELL home office.
- **Event Production** - GO TELL Crusades, Inc. partners with a professional production company for the sound, staging, lighting and video needs of each Crusade. Specifications will be provided for electrical and labor needs, etc. for the particular venue. Typically, a generator is needed for the production equipment. Power requirements are 75 KW.
- **Tables** - Approximately 20 six- or eight-foot tables are needed that will be used for counseling and usher materials and the GO TELL resource tents where ministry materials will be available each night.
- **Security** - Arrangements should be made for a reliable security service to ensure the venue is secure overnight during the Crusade.
- **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.
- **First-Aid/Medical Treatment Plan** - An area should be designated for this purpose. Make certain that arrangements are made for the necessary first-aid materials and an ambulance/EMT service that will be on call, if necessary, all nights of the Crusade. **This provision is NOT OPTIONAL.**
- **Volunteer Recruitment** - 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). Volunteers also may be needed for special guests, etc.
- Appoint a **Shipping Coordinator** to handle the receipt of all incoming materials for the Crusade and to coordinate the return of any items to the GO TELL home office.