*Edit this page to fit your ministry setting. Then remove this note.*

## **ROOM SET-UP CHECKLIST**

## **Consider how you can remove distractions.**

You are responsible for setting the room up so that distractions are minimized. How can the chairs be best arranged so that kids focus up front and not on others? Do you need carpet squares for kids sitting on the floor and to control the spacing between children? Do you need a stage demarcation so that children don’t crowd too closely and distract from the presentation. Do you have any motion or movement up front that is not part of the presentation? People movement is a magnet for attention. As you discover distractions, be pro-active in eliminating them. Regularly debrief with your shepherds to identify distractions.

1. **Create focus with lighting.**

What can you do to control lighting in the stage area so that children will easily focus? Any concentrated lighting such as stage lights, or even floodlights, help kids visually focus on the event. This may be uncomfortable for the presenters as they look into the lights, but the sacrifice is worth it for the sake of the kids. If you have lighting controls, you may recruit and develop a team to run the lights according what best frames the presentation. Make sure you are in the light during the presentation.

1. **Sound check.**

Check the microphones beforehand. Have a ready supply of batteries to replace in wireless microphones. For presentations in smaller rooms, consider using portable microphones and speakers, even such as a simple microphone plugged into a karaoke machine or amp with stereo speakers.

1. **Create neutral background.**

Scenery and visuals on stage need to always help the story. If the main feature is the storyteller, try place the storyteller in front of a neutral or gray backdrop. This helps eliminate distractions.