

Event Templates

Template Name	Variants / Rooms	Description / Setup	Resources
Offsite Event		Event that takes place both not on Foothills campus or online	
Online Event		Event that takes place in a zoom room	
Workshop or Meeting w/ Meal	<ol style="list-style-type: none"> 1. Room 222/223 2. Unity Hall 3. Community Wing Basement 	<p>Workshop or meeting setup with people sitting at round tables seating under 36 people, with food.</p> <p>Setup: Round tables with 6-8 chairs at each, table for supplies, table for a chalice</p>	<p>chalice, led candle, small table for chalice, nametags, pens, whiteboard, TV cart with hookups, table for supplies, tea service, KN95 masks, hand sanitizer, tissues food ordered by staff</p>
Large Meeting/Workshop	<ol style="list-style-type: none"> 1. Unity Hall 2. New Basement 	<p>Large meeting of 36-100 people, presented at the front of rows of chairs.</p> <p>Setup: Chairs in rows, table for supplies, table for a chalice. Microphone for amplification.</p>	<p>chalice, led candle, small altar table, nametags, pens, whiteboard, TV cart with hookups or projection capability, table for supplies, water, tea service, KN95 masks, hand sanitizer, tissues</p> <p>Microphone/Speaker</p>
Small Group Meeting (no Tech)	<ol style="list-style-type: none"> 1. 221 2. 224 3. 225 	<p>Small group meeting room for 12 or less. No online participants or technology provided.</p> <p>Setup: chairs in a circle with low round table in center, table for supplies</p>	<p>chalice, led candle, nametags, pens, whiteboard, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Small Group Meeting (w/ Meeting Owl)	<ol style="list-style-type: none"> 1. 221 2. 224 3. 225 	<p>Small group meeting room for 12 or less with meeting OWL for online participation.</p> <p>Setup: chairs in a circle with low round table in center with meeting OWL, table for supplies</p>	<p>chalice, led candle, nametags, pens, whiteboard, water, tea service, KN95 masks, hand sanitizer, tissues, meeting OWL, TV Cart.</p>

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Small Group Meeting (w/ TV Cart)	<ol style="list-style-type: none"> 221 224 225 	<p>Small group meeting room for 12 or less with TV Cart.</p> <p>Setup: chairs in a circle with low round table in center with, table for supplies and TV cart</p>	<p>chalice, led candle, nametags, pens, whiteboard, water, tea service, KN95 masks, hand sanitizer, tissues, TV Cart.</p>
Children's Choir Rehearsal	<ol style="list-style-type: none"> 222/223 New Basement 	<p>Setup: Chairs in rows, electric piano, music stand</p>	<p>nametags, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Small Kids Workshop (Small OWL Group, True You)	<ol style="list-style-type: none"> 111/112 116 117 Community Wing Basement 	<p>Flexible setup for ~16 people.</p> <p>Setup: Chairs in a circle with low table for chalice in the center, table for supplies</p>	<p>chalice, led candle, small altar table, nametags, pens, whiteboard, TV cart with hookups, table for supplies, water, tea service, KN95 masks, hand sanitizer, tissues</p>
Vespers Setup			
Adult Choir Setup			
Sunday Worship Setup			

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