

Table Resources

To ensure that all attendees feel welcomed and comfortable, and have access to some important ATN information, we place some strategic materials on each table in the worship area.

Set-up Volunteer Guidelines:

1. Arrive at ATN by 9:30 at the latest.
2. Table Resources are stored in a bin marked as such in ATN's main storage closet.
 - a. In the center of each table at which attendees will be seated, place the following items:
 - a QR code flyer
 - 2 Welcome Cards
 - 2 Prayer Request cards
 - 2 pens
 - 2 giving envelopes
 - any extra table resources (*the Connections Leader will ensure any timely or seasonal resources are in or near the bin*)
 - b. Tables include the four booths near the back of the worship area, as well as 3-4 high-top tables on either side, near the windows.
 - c. If seating, other than at tables, has been set up, place these resources on every other seat.
3. When the tables have been "set", place the Table Resources bin under the main Connections Table.

Take-down Volunteer Guidelines:

1. Find the bin marked "Table Resources" underneath the main Connections Table.
2. Gather up all unused items from the tables and replace them, in an organized manner, in the Table Resources bin.
3. Replace the bin on the shelves in the main storage closet.