



PHASE 1: ARRIVAL & SETUP

Before Arrival

- Confirm arrival window (typically **3:00–5:00 PM**)
 - Ensure **Byron Myers has correct contact info**
 - Identify **on-site decision maker** for building access and setup
 - Confirm access to:
 - Performance space
 - Electrical outlets / circuits
 - Breaker box (if needed)
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Prepare Spaces

- Female changing room ready
 - Male changing room ready
 - (2) Adult chaperone changing rooms ready
 - Secure/lockable room for valuables available
 - Suitcase storage area ready (*ONLY if needed*)
 - Hosting singers
 - Singers staying commercial
 - Staying overnight at church
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Upon Arrival

- Meet group upon arrival
 - Connect them with facility contact
 - Communicate what can/cannot be moved
 - Show:
 - Restrooms
 - Changing areas
 - Storage areas
 - Performance space
 - Power access points
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