## Set Up

### Overview

As the team member responsible for setup, it will be your job to ensure that the Seminar and team rooms are ready with the appropriate number and arrangement of chairs, tables, and all other equipment. This job requires preparation as well as the ability to work quickly and efficiently with others. As others will be needed to assist with set up, you will need to be decisive and communicate clearly. Like every other member of the team, you exemplify the Workshop itself by being its principles.

### Commitment

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and any information meetings.
2. Be prepared for all meetings and the Workshop, including any homework and paperwork.
3. Participate in weekly team coaching calls.
4. Enroll other individuals to the team.
5. Enroll and register participants to the Fusion Workshop.
6. Make confirmation calls.
7. Pray regularly for the team, the Trainers, the participants, and the Workshop.
8. Be a witness.
9. Create value for the team.
10. Do what it takes to accomplish the vision.

### Responsibilities Before Fusion

1. Coordinate with the Sponsor, Charts, Supplies, and Sound team members regarding the layout of the room and all the equipment needed.
2. Help transport equipment to the site.
3. Coordinate with the team member responsible for supplies regarding easels, easel pads, and magnum pens, etc.

### Responsibilities During Fusion

1. Make sure the room is set up correctly in theater style with a 6 inch riser/stage for the Trainer plus two easels, a podium, and a stool.
2. Make sure all the signs are hung up appropriately.
3. Work with the Team Captain to ensure any room set-up changes are handled before sessions.

### Responsibilities After Fusion

1. Enroll other team members to assist with tear-down.
2. Ensure the appropriate clean up and close-out of all rooms, including returning equipment, pulling up painter‘s tape, and taking care of trash.