

LOGISTICAL GUIDELINES

Logistics Task Team

The Logistics Task Team is responsible for the physical arrangements, e.g. allocation/distribution of entrance tickets (if applicable), transport, traffic and parking arrangements, distribution of hand-out items (e.g. song sheets), police and medical services, crowd control, offering (collecting money, audit control, safekeeping and banking), stage and sound, etc.

Stadium

In the case of big events, the ideal would be to hire the stadium with all the related support services (e.g. Police, Traffic Department, Security, Medical Services and Disaster Management). In doing so, Transformation can then focus on their "core business".

Disabled Persons

The venue should be accessible to disabled people (e.g. wheel chairs).

In cities/towns with a substantial deaf community, a separate area should be allocated to the deaf and their sign language interpreters.

Stand Managers/Ushers/Offering

In the case of major events, ushers from across the entire community (denomination/church/culture/race) should be engaged in the ushering/offering. Each group of ushers should function under the supervision of a stand manager from that specific church/organisation. Each group should be retained as a unit and serve together in a specific area.

On the Day of Repentance and Prayer the ushers should report to the venue well ahead of time to be briefed by Disaster Management about safety measures (e.g. escape routes, procedures in the case of an emergency, keeping isles/stairs/exits clear, the location of toilets, medical services, etc.)

During the event an offering could be taken to help cover the costs (Your decision). A specific timeslot should be reserved for taking the offering, but the details should be kept secret for safety reasons. The timeslot for the offering should be chosen when there will be the minimum movement of people on the stands and in the passages. The announcement regarding the offering should be made just as the offering is to commence. Proper auditing of the entire collection process must be in place.

Roaming Managers

It is advisable to have one or two members of the Logistics Task Team on standby during the Day of Repentance and Prayer to attend to unforeseen problems that may arise.

Cleaning Of Venue

Steps must be put into place to ensure that the venue will be spotless when the crowd has left.