



**GENESIS**  
CHURCH

# GenKids

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**September 6, 2015**

Black Light Lock-in

**General** Pre-Lockin Meeting:

**Notes:**

Leaders have detailed assignments for each event.

Run down schedule.

Address needing to be engaged until movie intermission!

If any tasks are left undone, no leaders will be given free time until all are complete.

Any leaders with cars, if you need to make any food runs (7-eleven, McDonalds, etc) you can do that ALONE with Corinne's approval (cannot take anyone under 18 with you- INSURANCE LIABILITY!) This can only happen between the movie intermission and the movie conclusion. After the movie ends, no one leaves the facility. Doors will be locked and alarms will be armed at the start of the movie. This for the safety and security of all the kids.

**AFTER LIGHTS OUT - DO NOT WAKE THE CHILDREN! YOU WILL SUFFER MY WRATH!**

After lights out, you can go in the mallway, JV room, or conference room. Anything you do in there must be put back and cleaned before you will be able to leave. I WILL CHECK!

09/06	Length	Person
4:30P	in mins	(1st
		Audio ProjectionService)

1:30p    0:00    **UPDATED SCHEDULE**

## **UPDATED SCHEDULE**

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09/06 4:30P	Length in mins		Person (1st Audio ProjectionService)
1:30p	180:00	<p><b>Set up</b> We will be tearing down chairs in both the worship center and Gen Kids room. We will then be decorating, mounting lights, and setting up games for the lock-in. Setup WC blacklights/audio: <b>Sean Noble, Jake Francisco</b></p> <p><b>Worship Center:</b></p> <ol style="list-style-type: none"> <li>1. Stack chairs on sides of WC</li> <li>2. Move front stage behind curtain on left side of WC (possibly remove carpet?)</li> <li>3. Tape off neon four square (front center)</li> <li>4. Put glow sticks in 6 water bottles for bowling and put a piece of tape on the floor where kids have to stand. Tape off a lane as well</li> <li>5. Bring jump ropes/hula hoops/hopscotch into WC</li> <li>6. Tape hopscotch on floor (back left)</li> <li>7. Tape twister mat to floor (back left) and put twister spinner in WC AVL booth</li> <li>8. Cover 2 8ft tables for glow art with black butcher paper (between back right doors)</li> <li>9. Put paint bottles and glow art supplies in WC AVL booth</li> <li>10. Gather toilet paper, dodgeballs, and balloons and put behind curtain on left side of WC</li> <li>11. Put a line of tape down the middle of the WC floor</li> </ol> <p><b>GK Room / Mallway:</b></p> <ol style="list-style-type: none"> <li>1. Remove and stack all chairs in front of GK windows in mallway</li> <li>2. Move photo booth to mallway and setup props</li> <li>3. Put a line of tape down the middle of the GK room (girls on left, boys on right)</li> <li>4. Setup game systems with VIP chairs around them (2 game systems on each side of room)</li> <li>5. Setup a board game table and a craft table (8ft tables)</li> <li>6. Put BL Lockin graphic on screen and start music playing</li> </ol>	Everyone
4:30p	45:00	<p><b>Kids Arrive</b> Kids will arrive. We will have a sign in sheet for parents to check in, and also to make sure they have paid for the lock-in. The kids will put their stuff in the JV room until later tonight. We will have games/video games going when the kids arrive.</p> <p>Checkin: <b>Andrew Holland</b> (Grab Cathleen from JV room @ <b>5:10</b> and prepare to line kids up from GK room to food)</p> <p>GK Room Floater: <b>Maddie Gabbert, Trevor Davis, Nathan Davidson</b></p> <p>GK Room AVL: <b>Jake Francisco</b></p> <p>JV Room Monitor: <b>Cathleen Anderson, Brenna Dobbs</b> (boys stuff on left side, girls stuff on right side, <b>LOCK JV ROOM @ 5:10</b>)</p> <p>Food Table Setup: <b>Sean Noble, Austin Stevens, Brandon Dozier, Matthew Anderson, Andrew Hutchison</b> (serving spoon for chili, gloves for fritos bags, and gloves for cheese, drinks and plates on counter, spoons and baskets for chili)</p>	Fun Music

09/06 4:30P	Length in mins		Audio Projection	Person (1st Service)
5:15p	30:00	<p><b>Dinner Time</b> (We will need leaders serving, fritos, chili, and cheese to the kids to keep the portions appropriate) The kids will line up in the mallway to get their frito pies and a drink and take them back to the kid's room to eat.</p> <p>GK Room MC: <b>Cathleen Anderson, Andrew Holland</b> (@ 5:10 grab mic in GK room and line kids up getting ready to get food) Food Serving: <b>Sean Noble, Austin Stevens, Brandon Dozier, Matthew Anderson, Andrew Hutchison</b> (serving spoon for chili, gloves for fritos bags, and gloves for cheese, drinks and plates on counter)</p> <p>Small Group Setup: <b>Maddie Gabbert, Trevor Davis, Nathan Davidson, Brenna Dobbs</b> (bring up the end of the kids line and get food for yourselves. When you're done eating:</p> <p>Setup and oversee neon nail polish table and glow bracelets, glasses, and hats (2 glow sticks and 1 hat per person): <b>Andrew Holland</b> Setup and oversee face and body painting: <b>Maddie Gabbert, Cathleen Anderson, Nathan Davidson</b></p>	Fun Music	Everyone
5:45p	45:00	<p><b>Get Ready for Black light games</b> (leaders will need to be at each of the stations helping the kids)</p> <ul style="list-style-type: none"> <li>- We will have glow bracelets, glasses, and hats available</li> <li>- Face and body painting</li> <li>- Neon nail polish.</li> </ul> <p>GK Room AVL: <b>Jake Francisco</b></p> <p>Setup and oversee neon nail polish table and glow bracelets, glasses, and hats (2 glow sticks and 1 hat per person): <b>Andrew Holland</b></p> <p>Setup and oversee face and body painting: <b>Maddie Gabbert, Cathleen Anderson, Nathan Davidson, Brenna Dobbs</b></p> <p>GK Room MC: <b>Corinne Noble</b> Setup dodgeball in WC (setup dodgeballs in the middle of the room, and make sure toilet paper and balloons are on sides ready for next game): <b>Trevor Davis</b></p> <p>Food Cleanup: <b>Sean Noble, Austin Stevens, Brandon Dozier, Matthew Anderson, Andrew Hutchison</b> (serving spoon for chili, gloves for fritos bags, and gloves for cheese, drinks and plates on counter)</p>	Fun Music	Everyone

09/06 4:30P	Length in mins		Audio Projection	Person (1st Service)
6:30p	60:00	<p><b>Large Group Games</b>            We will separate the kids into boys vs. girls teams for these games. Approximately 15 minutes per game.            Games: Glow Dodgeball, Glow Neon Four Corners, Glow TP Competition, Glow Capture the Balloons.            The team that wins the most games will get first in line for cupcakes and get to pick the movie.            Have a competition to see which team can clean up TP the fastest</p> <p>Game Leaders: <b>Trevor Davis, Andrew Holland</b> (alternate between games)</p> <p>WC AVL: <b>Sean Noble, Matthew Anderson</b></p> <p>Boys Team Refs: <b>Cathleen Anderson, Maddie Gabbert, Nathan Davidson, Brenna Dobbs</b></p> <p>Girls Team Refs: <b>Austin Stevens, Jake Francisco, Brandon Dozier, Andrew Hutchison</b></p>	fun music	Everyone
7:30p	15:00	<p><b>BlackLight Dance Party</b>            We will have a Blacklight Dance Party to common Dance Songs! Leaders will lead the kids in the dances from the stage.            - Dance Songs: Cha Cha Slide, Watch Me Whip, Cupid Shuffle</p> <p>Have all kids pop all the balloons at the end of the dance party.</p> <p>Dance Party Lead: <b>Jake Francisco, Brandon Dozier, Maddie Gabbert, Andrew Hutchison</b></p> <p>WC AVL: <b>Sean Noble, Matthew Anderson</b></p> <p>Put ball at Neon four square: <b>Austin Stevens</b></p> <p>Pull out basketball hoop and get glow basket ball (front right): <b>Austin Stevens, Trevor Davis</b></p> <p>Pull out ping pong table and paddles (front left): <b>Austin Stevens, Trevor Davis</b></p> <p>Pull out fuseball table (front left): <b>Austin Stevens, Trevor Davis</b></p> <p>Setup water bottles in bowling formation and get 1 glow dodgeball for bowling (back right): <b>Nathan Davidson</b></p> <p>Put jump ropes and hula hoops near glow hopscotch (back left): <b>Nathan Davidson</b></p> <p>Put twister spinner next to game (back left): <b>Nathan Davidson</b></p> <p>Setup glow art tables (get neon paper, markers, and paint. Pour out on plates.            Setup 4 cups of water to wash out paintbrushes. Setup 1 table for paint and the other table as markers) (back wall between 2 right sets of doors): <b>Cathleen Anderson, Andrew Holland, Brenna Dobbs</b></p>	Spotify	Everyone

09/06 4:30P	Length in mins		Audio Projection	Person (1st Service)
7:45p	60:00	<p><b>Black Light Free Time Activities</b>            We will have these activities available for the kids to choose what they would like to do for the hour. The activities are: Neon four square, glow basket ball, glow art tables, glow bowling, glow ping pong, glow jump ropes/hula hoops, glow hopscotch, glow twister.</p> <p>WC AVL: <b>Sean Noble</b></p> <p>Neon four square (front center): <b>Austin Stevens</b></p> <p>Glow basket ball (front right): <b>Trevor Davis, Andrew Hutchison</b></p> <p>Fuseball/ping pong table (front left): <b>Matthew Anderson</b></p> <p>Bowling (back right wall): <b>Brandon Dozier</b></p> <p>Jump ropes/hula hoops/hopscotch/twister (back left): <b>Nathan Davidson</b></p> <p>Glow art tables (between back right doors): <b>Cathleen Anderson, Maddie Gabbert, Brenna Dobbs</b></p> <p>Dispose of toilet paper, put dodgeballs away, collect excess balloons in bags: <b>Jake Francisco, Andrew Holland</b></p>	Fun Music	Everyone

09/06 4:30P	Length in mins		Person (1st Audio ProjectionService)
8:45p	15:00	<p><b>Free Time/Neon Photobooth</b>            The Neon Photobooth will be open during this time. We will need at least 2 leaders manning the photo booth. 1 leader will take picture, the other leader will be handing out props. (Other leaders will need to begin prepping the cupcake decorating station and tables.)</p> <p>WC MC: <b>Corinne Noble</b></p> <p>Photo Booth: <b>Andrew Holland (photos), Brandon Dozier (props)</b></p> <p>Setup glow cupcakes (2 long tables in mallway for decorations with black tablecloths and get sprinkles and 20 butter knives per table, cupcakes from kitchen, get tubs of frosting open with knives in them and put cupcakes in baskets ahead of time): <b>Sean Noble, Austin Stevens, Maddie Gabbert, Andrew Hutchison</b></p> <p>Teardown Team: <b>Cathleen Anderson (lead), Trevor Davis, Matthew Anderson, Nathan Davidson, Jake Francisco, Brenna Dobbs</b></p> <ol style="list-style-type: none"> <li>1. Take all tape off WC floor</li> <li>2. Take tape off four square ball (front center)</li> <li>3. Take tape off basket ball hoop and put behind curtain on right side of stage (front right)</li> <li>4. Take tape off Fuseball/ping pong tables and paddles and put behind curtain on right side of stage (front left)</li> <li>5. Throw away water bottles from bowling (back right wall)</li> <li>6. Put jump ropes and hula hoops behind GK stage on the right side hanging on the hook</li> <li>7. Remove tape from twister mat and put in twister box (in WC sound booth)</li> <li>8. Throw away paper from glow art tables</li> <li>9. Wash out paintbrushes from glow art tables</li> <li>10. Put neon markers back in ziplock bag</li> <li>11. Put any paint bottles with paint left in the art tubs</li> <li>12. Throw any trash away</li> <li>13. Make sure Worship Center is ready for services (EXCEPT for setting up chairs)</li> <li>14. Put away glow art tables</li> <li>15. Put carpet back</li> <li>16. Put front stage and podium back</li> </ol>	Everyone

09/06 4:30P	Length in mins		Audio Projection	Person (1st Service)
9:00p	15:00	<p data-bbox="326 205 722 231"><b>Decorate Your Own Neon Cupcake</b></p> <p data-bbox="326 233 1193 359">The kids will line up at the end of the cupcake decoration station. They will go down the line and choose the color of their cupcake, frosting, and head to the tables with sprinkles to decorate their cupcakes. When they are finished decorating their cupcakes they will take them back to the kid's room to eat them. Leaders will hand out cupcakes and frosting, and oversee the decorating tables.</p> <p data-bbox="326 415 1193 510">Setup glow cupcakes: <b>Sean Noble (slap frosting on tray), Austin Stevens (hand out cupcake), Maddie Gabbert (monitor sprinkle tables), Brandon Dozier (monitor sprinkle tables), Andrew Hutchison</b></p> <p data-bbox="326 548 662 573">GK Overseer: <b>Andrew Holland</b></p> <p data-bbox="326 604 1193 657">Teardown Team: <b>Cathleen Anderson (lead), Trevor Davis, Matthew Anderson, Nathan Davidson, Jake Francisco, Brenna Dobbs</b></p> <ol data-bbox="326 688 1193 1444" style="list-style-type: none"> <li>1. Take all tape off WC floor</li> <li>2. Take tape off four square ball (front center)</li> <li>3. Take tape off basket ball hoop and put behind curtain on right side of stage (front right)</li> <li>4. Take tape off Fuseball/ping pong tables and paddles and put behind curtain on right side of stage (front left)</li> <li>5. Throw away water bottles from bowling (back right wall)</li> <li>6. Put jump ropes and hula hoops behind GK stage on the right side hanging on the hook</li> <li>7. Remove tape from twister mat and put in twister box (in WC sound booth)</li> <li>8. Throw away paper from glow art tables</li> <li>9. Wash out paintbrushes from glow art tables</li> <li>10. Put neon markers back in ziplock bag</li> <li>11. Put any paint bottles with paint left in the art tubs</li> <li>12. Throw any trash away</li> <li>13. Make sure Worship Center is ready for services (EXCEPT for setting up chairs)</li> <li>14. Put away glow art tables</li> <li>15. Put carpet back</li> <li>16. Put front stage and podium back</li> </ol>	Fun Music	Everyone

09/06 4:30P	Length in mins		Audio Projection	Person (1st Service)
9:15p	30:00	<p><b>Karaoke/Free Time/Photo Booth</b>            We will offer karaoke in the Gen Kids room during this time. If kids do not want to participate in karaoke they can play games or video games at this time.            (2 leaders should be in the kitchen preparing popcorn and small waters for the kids on a rolling cart)</p> <p>Continue karaoke until Corinne comes to GK room to get kids changed into PJs</p> <p>Photo Booth: <b>Andrew Holland (photos), Brandon Dozier (props)</b></p> <p>Clean up glow cupcakes (put away 2 long tables in mallway, throw away black tablecloths, put away sprinkles and throw away butter knives): <b>Sean Noble, Austin Stevens, Andrew Hutchison</b>            Pull out and turn on video games: <b>Maddie Gabbert, Trevor Davis</b></p> <p>GK AVL: <b>Jake Francisco, Nathan Davidson</b></p> <p>GK Karaoke MC: <b>Maddie Gabbert, Trevor Davis</b></p> <p>Setup and start making popcorn in bags and setup small waters: <b>Cathleen Anderson, Matthew Anderson, Corinne Noble, Brenna Dobbs</b></p>	Karaoke videos	Everyone
9:45p	15:00	<p><b>Get in PJs</b>            Clean Up Photo Booth: <b>Andrew Holland (throw away backdrop, tear down pipe and drape), Brandon Dozier (throw away paper props, and put other props back in tubs)</b></p> <p>Put away video games: <b>Maddie Gabbert, Trevor Davis</b></p> <p>GK AVL: <b>Jake Francisco, Nathan Davidson</b></p> <p>Make sure floor in GK room is clear: <b>Sean Noble, Austin Stevens, Andrew Hutchison</b></p> <p>JV Room Monitor (help kids w/ bedding): <b>Cathleen Anderson</b></p> <p>Setup and start making popcorn in bags and setup small waters: <b>Matthew Anderson, Corinne Noble, Brenna Dobbs</b></p>		Everyone

09/06 4:30P	Length in mins		Person (1st Audio ProjectionService)
10:00p	15:00	<p><b>Get Ready for Movie/Bed</b> (At this time leaders should remove all games, video games, trash, etc from the gen kids room. The kids will go to the JV room to pick up all of their bedding and personal items and find a spot on the right side of the room for the movie and sleeping. Girls will sleep on the left side, boys will sleep on the right (closest to the entrance door). Instruct all kids to get ready for bed (get bedding from JV room if you haven't already, girls on left side, boys on right side. NO ONE ON STAGE OR BEHIND CURTAIN!) Leave a walkway between rear exit doors and bedding: <b>Sean Noble</b></p> <p>JV Room Monitor (help kids w/ bedding): <b>Cathleen Anderson (LOCK JV ROOM after everyone's bedding is out and tell Sean)</b></p> <p>GK AVL: <b>Jake Francisco, Nathan Davidson</b></p> <p>Make sure floor in GK room is clear for bedding: <b>Andrew Holland (lead), Austin Stevens, Maddie Gabbert, Trevor Davis, Brandon Dozier, Andrew Hutchison</b></p> <p>Setup and start making popcorn in bags and set up small waters: <b>Matthew Anderson, Corinne Noble, Brenna Dobbs</b></p> <p><b>After EVERYONE is done getting beds ready, line up and get popcorn (Cathleen will tell Sean when JV room is empty), Corinne and other leaders monitor kids in mallway getting popcorn.</b></p>	Everyone
10:15p	15:00	<p><b>Get into beds for movie/Popcorn</b> The kids will need to be on the right side of the room (girls on the left and boys on the right) with their stuff for the movie. They are not required to lie down for the movie, but will probably fall asleep. Instruct all kids to get in their spots (on their beds) girls on left side, boys on right side. NO ONE ON STAGE OR BEHIND CURTAIN!) Leave a walkway between rear exit doors and bedding: <b>Sean Noble</b></p> <p>GK AVL: <b>Jake Francisco, Matthew Anderson</b></p> <p>Clean up popcorn prep area and mallway: <b>Andrew Holland (lead), Maddie Gabbert, Trevor Davis, Nathan Davidson, Austin Stevens, Brandon Dozier, Brenna Dobbs, Andrew Hutchison</b></p> <ol style="list-style-type: none"> <li>1. Shut down popcorn machine and unplug</li> <li>2. Throw away any excess popcorn kernels and popcorn that's inside the machine</li> <li>3. Wipe out popcorn machine with wet paper towels</li> <li>4. Wash and PUT AWAY butter scoop and popcorn scoop</li> <li>5. Put popcorn machine and all popcorn supplies back in WC closet</li> <li>6. Wipe down all kitchen counters and throw away any popcorn trash (bags, etc)</li> <li>7. Sweep kitchen <b>AND mallway</b></li> </ol>	Everyone
<p><b><i>LEADERS, YOU HAVE FREE TIME AFTER THE INTERMISSION (30 mins into the movie)</i></b></p>			

09/06 4:30P	Length in mins		Person (1st Audio ProjectionService)
10:30p	90:00	<p><b>Movie Time</b> 30 mins into the movie, pause, turn on all lights in kids room and have all kids throw ALL trash away. Take a potty break, brush teeth, and get one last drink of water. Intermission: <b>Corinne Noble</b></p> <p>GK AVL: <b>Jake Francisco, Matthew Anderson</b></p> <p>Leaders go around with trash cans and monitor restrooms: <b>Andrew Holland, Maddie Gabbert, Trevor Davis, Nathan Davidson, Austin Stevens, Brandon Dozier, Brenna Dobbs, Andrew Hutchison</b></p> <p><b><i>LEADERS, YOU HAVE FREE TIME AFTER THE INTERMISSION (30 mins into the movie)</i></b></p>	Movie
12:00a	15:00	<p><b>Lights Out, Time for Bed!</b> Everyone will be required to lay down and be quiet at this time.</p>	Everyone
12:15a	465:00	<b>Sleepy Time</b>	
8:00a	30:00	<p><b>Wake Up</b> Wake up kids and have them clean up their sleeping bags/blankets and locate all personal belongings (socks, shoes, etc) BEFORE EATING BREAKFAST!!! Change clothes Wake up announcement: <b>Corinne Noble</b></p> <p>Wake up leaders: <b>Corinne Noble</b></p> <p>Setup breakfast: <b>Corinne Noble, Sean Noble</b> (plastic tablecloth on an 8ft table in GK Room, put of donut holes, cinnamon rolls, and muffins). Put out more the baskets, napkins, and sunny D's on the table. We will serve the kids, 2 donut holes and either a cinnamon roll and a muffin. If there's enough, we'll tell them. No second's.</p> <p>Leader's breakfast: Setup platter of pastries and muffins for leaders and orange juice in the kitchen.</p>	
8:30a	30:00	<b>Breakfast</b>	
9:00a	30:00	<p><b>Clean Up</b> Check all spaces and make sure they are swept and clean (GK Room, Conference Room, JV Room, Worship Center). Don't worry about setting up chairs.</p> <p><b>LEADERS: Before you leave, make sure trash bags from all rooms are put in black rolling dumpster thing.</b></p>	
1:15a	525:00		