

## **Atmosphere Coordinator (AC): Local Arrangements Task Force (LATF)**

Responsible for ambience, the banner parade and evening events. *May include* recruiting other UUs to help with pre-GA tasks and banner hanging at GA.

(Volunteers will be assigned by General Assembly and Conference Services (GACS) Administrator/Volunteer Coordinator to help with banner hanging, but they may need to work through Welcoming event and into the late night unless additional support is provided by the Atmosphere Coordinator. Such local support would contribute their time without any remuneration other than the joy of serving their faith community. This is true also for those who volunteer to help create or collect decorations in advance of GA.)

Deadlines for each aspect of the position are listed within the detailed description of each aspect. Additionally, the following deadlines apply:

- The Atmosphere Coordinator (AC) completes GA Registration and hotel reservations on-line in *February*. (As a member of the LATF, the registration, lodging, meals, and travel are covered).
- Most of the volunteers are recruited through the GACS office. The AC may choose to recruit a couple of local folks to work with. If so, it is the AC's responsibility to BOTH assure that they complete the on-line Volunteer Application form *by the end of March* AND provide their names to the GACS Administrator/Volunteer Coordinator.
- The AC is expected to attend a Local Arrangements Task Force (LATF) meeting in *April* during the April meeting of the General Assembly Planning Committee (GAPC). This is the first opportunity for all members of the LATF to meet and share with one another what they do on behalf of GA.
- Send letters to volunteers assigned by GACS in April/May.
- *At GA*, the Atmosphere Coordinator (a) conducts a training session for GA volunteers assigned to work with all aspects of Atmosphere and (b) attends morning meetings of the Local Arrangements Task Force as needed.
- *After GA*, the AC (a) completes and submits the LATF Member Report (*due July 15*) and (b) sends thank you notes to all volunteers who assisted with Atmosphere.
- See Documents Packet for relevant materials related to these responsibilities.

### **--Ambience function--**

The basic purpose of Ambience is to personalize settings for General Assembly functions and enhance physical spaces – to bring to the space we occupy a sense of its being ours. At the April GAPC meeting, the Atmosphere Coordinator from the Local Arrangements Task Force (LATF) works with input from members of the GA Planning Committee (GAPC) to make overall plans and determine where decoration is needed.

The primary decorations at GA consist of the banners brought by congregations and artificial flowers/other décor created for the plenary hall stage. Some comfortable furnishings and decor are added to the Chaplain's Office and Meditation Room. Additional comfortable seating is

provided for the Right Relationship Team Office. Congregation and district banners are hung in visible public areas, usually from railings. Other banners, artworks and displays may be placed in appropriate places, as permitted by the Convention Center.

Items or services necessary for the creation of the settings may be borrowed, leased, purchased or created by the Atmosphere Coordinator. All expenses, including any hired labor, must be within the General Assembly budget set for Ambience. Advances and reimbursements are made by the UUA Director of GA and Conference Services (GACS).

Spaces to personalize and enhance include:

- The Main stage for all events held in the Plenary Hall, primarily general sessions and worship services. The stage setup changes somewhat for different events, and the leaders of the various worship services may make special requests. In the past it has worked well to have two large moveable pieces that can be shifted to different locations for different events, and some small tables and table coverings as needed. Any stage decoration decisions should be made in consultation with the tech crew (CMI) and lighting director. Plan low maintenance decorations. Consider dried or silk plants. To avoid allergy problems, do not choose fresh flowers. If choosing live, non-blooming plants or cut greens, go for hardy ones that can stand changes in temperature and moisture.
- Meditation Room, to create a serene, comfortable space to sit quietly; a centering focus and comfortable seating, like cushions.
- Chaplain's office, to make it welcoming and comfortable; supplementary furnishings so the room is furnished with three comfortable chairs, a small table or desk, tissues, waste basket, water, glasses.
- Right Relationship Team office, to make private conversations possible; two alternative seating areas in addition to standard conference tables and chairs already provided.
- Spiritual Practices Room if there is one designated, where one or two simple focal items can remain; a centering table with a textile and/or some small decor.

### **Deadlines for Ambience function:**

*Overview:* After the April GAPC meeting, the Atmosphere Coordinator knows what is expected. The preparations must be complete by the opening of GA on Wednesday. The take-down must be accomplished by noon on Monday after GA closes.

*During GA:*

- Direct volunteers in setting up decorations. Check out the UUA box for reusable decorations and supplies.
- Repair or replace items as necessary during GA; water plants if needed.
- Check in on meditation room and chaplain's office once or twice each day.
- Set up and remove unneeded items from the spiritual practices room each morning.
- Make arrangements for returning borrowed or leased items and selling or giving away purchased plants.
- Pack reusable decorations and supplies for return shipment to UUA.
- Take care of yourself and your volunteers; let the volunteers provide the services.

- Enjoy GA and know that you are an important part of GA.

### **--Banner Parade function—**

The Atmosphere Coordinator is basically responsible for:

- Arranging for extra banner poles to be available to be sold at GA; this includes preparing signage explaining how the poles and banners fit together
- Registering the banners
- Organizing/managing the banner carriers for the banner parade from start to finish
- Hanging, removal and pickup of banners; this includes providing multiple sets of threading dowels for the hanging

Poles for Sale at GA: Banner pole kits are prepared by local UUs. They can be sold, with the proceeds going to the local congregation(s) (suggest price of \$15 each). Prepare 25-30 sets and bring lots of small bills to make change for folks. This is a good project for youth groups of local congregations.

Banner Parade: As part of the opening ceremony, the banner procession is a significant event at the General Assembly. Banners must conform to the Banner instructions provided to congregations and be carried by banner poles that adhere to general specifications. Banner instructions can be found on the UUA website by clicking on <http://www.uua.org/sites/live-new.uua.org/files/documents/gaoffice/bannerspecs.pdf>. After the parade, volunteers hang only those congregational banners that conform to size and shape and have been registered.

#### **Deadlines for Banner Parade function:**

*April GAPC Meeting:*

In a consultation among the Local Arrangements Chair, Atmosphere Coordinator, GACS, Plenary Hall Production Manager, House Manager, and AV Production (CMI) staff, the following are determined:

- Line of march for Banner Parade.
- Width of doorways for parade entrance and exit; double doors with no middle impediment are best.
- Staging area for banner carriers.
- Banner hanging locations and procedure.
- Rough count for number of banner hanging teams (people plus equipment) needed.

*During GA:*

- Atmosphere Coordinator, Local Arrangements Chair, and others concerned review the parade route with the House Manager.
- Register banners-that-will-be-hung before Opening Ceremony. **ONLY BANNERS FROM MEMBER CONGREGATIONS MAY BE HUNG** along with two others, one from the UU Women's Federation and one from the UU Service Committee.
- Manage the marchers:

- keep them in one place,
- try to keep the noise down,
- ensure everyone carrying banners is wearing a name badge,
- *actively discourage* more than 2-3 carriers per banner,
- ensure that local congregations lead the parade and next year's congregations bring up the rear,
- help get everyone through the doors and help keep them following the correct path(s),
- and ensure that everyone knows where to take the banners at the end of the parade.
- Atmosphere Coordinator or designee appoints a "*parade marshal*" from a local congregation who will lead the parade, understanding the pace must be kept brisk and the route followed rigorously.
- While the banner carriers are lining up, check for credentials and make sure all banners that will be hung are registered.
- Collect and hang banners at the end of the parade.
- Return all banners on Sunday.
- Return all provided materials to GACS office

**Preparations arranged and provided by GACS for Banner Parade function:**

- Description for GA program book
- Determine banner registration, banner drop-off, and banner pickup areas
- Tables and chairs for banner registration area
- More tables for collecting the banners after the parade
- Registration materials: Registration forms, pens, clipboards, safety pins, scissors, paper clips, stapler, and box to store completed forms.
- Dollies to transport banners for hanging and take down
- Rope and zip ties to hang banners

**--Evening Events function--**

GAPC sponsors two family friendly evening events, a dance with a DJ and another event; additional evening events are provided by an assortment of other groups.

The Atmosphere Coordinator seeks out and approaches potential performers. Where possible, such performers have a UU connection and are invited to donate their services or offer them at a reduced rate.

Guidelines:

We wish to provide a safe, friendly, and enjoyable social gathering and quality entertainment for registrants of all ages. The offerings should appeal to a variety of interests and tastes, with content that expresses UU values. No alcoholic beverages will be served or permitted onsite.

It is important to remember that only registered GA participants may attend. All participants over the age of 14 must have GA credentials. Children under 14 may attend with a parent.

Events are usually held in hotel ballrooms near the Convention Center and last approximately two hours. Some events may be held in the Convention Center itself. Rooms will be assigned by GACS.

The GA Program Development Group (PDG) may forward programs that were proposed as daytime workshops but are more appropriately suited to be an evening program.

The Coordinator makes specific arrangements for music, AV, contracts, payment, and any other logistical on-site tasks. All final space assignments, financial and contractual agreements are made by the Director of GACS or designated staff. Money for deposits and special fees must be requested from and approved by the Director of GACS.

Contracts are required with any and all outside service providers. The Coordinator is responsible for preparing contracts for everything except services provided by the hotels and getting them to the Director of GACS for review, approval, and signature. Sample contract provided below. The UUA requires receipts whenever possible; any exceptions must be authorized by the Director of GACS. Even if a performer's services are being donated, the Coordinator should draw up a written agreement.

It is recommended that there be two volunteers who are available at each event to check credentials, respond to unanticipated challenges, fill in for the organizer, etc. The Director of GACS will provide a current list of people registered for GA to be available at each evening event. The House Manager provides two usher volunteers to staff doors and check badges.

### **Deadlines for Evening Events function:**

#### *February:*

- Finalize selection of performers and make financial and logistical arrangements with them. Get W-9 forms from all paid performers. Send contract(s) to the Director of GACS for signature. Indicate any advances or deposits required as well as total anticipated costs.
- Send requests for any special set-up needs (e.g., sound system or piano) to the GACS office. Entertainers also may provide their own AV equipment. If equipment must be rented, assist with that process and monitor cost.
- Provide written evening program descriptions with (preferably) photographs for the GA program to GACS Office by Feb. 15.

#### *April - June:*

- Meet with LATF, GAPC, GACS, and other volunteers at April GAPC meeting; consult with House Manager to ensure that usher volunteers will be provided to evening events.
- Advise GACS office of any signs you will need.
- Meet with Events Manager in the hotel(s) to review space and details (size of room, room arrangement, dance floor, etc.). Review evacuation routes and emergency exits as well as what to do in the event of a medical emergency. If space is assigned in the convention center, please make any requests to alter the setup in the assigned room to GACS Meeting Planner.

- Stay in contact with entertainers. Finalize and reconfirm all arrangements for both events. In general, entertainers will need to provide their own AV equipment. If equipment must be rented, assist with that process and monitor cost.
- Arrange with the House Manager for ushers to monitor the doors to insure that all guests are wearing GA badges.

*During GA:*

- Attend events, arriving early to ensure room and equipment are set up and entertainer needs taken care of. Give paid entertainers checks (obtained earlier from the Director of GACS) at the end of each event.
- Monitor disruptive behavior and, if needed, request that the person leave. Arrange with security staff for what to do in the event that someone needs to be removed from a dance or other event.
- Fill out activity recaps for each event, including attendance count, and give to LAC.

**Preparations arranged and provided by GACS for Evening Events function:**

- Assign event spaces.
- Issue contracts and prepare payment checks.
- Provide printed list of all GA registrants.

## **Sample Contract**

**EVENING ENTERTAINMENT  
2008 GENERAL ASSEMBLY OF THE  
UNITARIAN UNIVERSALIST ASSOCIATION  
Fort Lauderdale**

The following describes the terms and conditions for the agreed upon services and will constitute our letter of agreement and contract for services. If you agree with the terms as stated, please sign both copies, retain one for your records and return the other in the enclosed envelope. Please return a copy of the completed W9 as well.

**A. Services:**

**Amy Carol Webb** will provide a musical performance Thursday, June 26, 2008, 10:00 PM to 12:00 AM, in the Crystal Ballroom of the Hyatt Pier 66 Hotel, Ft. Lauderdale, Florida. The room will be available for set-up at 9:00 PM.

**B. Fees:**

The total fee for services stated in this contract is \$650.00, which will be paid upon completion of the performance, provided signed contract and W9 have been returned to the UUA.

**C. Sound Equipment**

Performer will provide and transport her own personal musical instruments for the concert. The UUA will provide a public address system with:

- minimum 400 watts output
- minimum 4 inputs for vocal and guitar (XLR and/or phone jack inputs)
- two 300watt capable 15" or 12" main speakers minimum
- one monitor speaker minimum
- cables: one (1) XLR microphone cable
- one (1) Sure SM58/beta 58 microphone
- two (2) Direct Boxes -- 1/4 inch input
- one boom microphone stand

**D. Lighting**

Performance will be given in the ballroom of a hotel which limits lighting – request for general warm stage lighting forwarded to AV company.

**E. Recording**

There will be no recording of this performance.

**F. Loss or Damage to Property**

The UUA assumes no liability whatsoever for any loss or damage to performer’s personal property. Performer is solely responsible for all personal property at all times.

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 Janiece J. Sneegas  
 Director, General Assembly & Conference Services

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 Date

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 Amy Carol Webb

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 Date

*September 2016*