



ADVENTURE KIDS

Check-In Before and After Service Checklist

BEFORE SERVICE:

1. Turn on Check-in lobby Tv and select usb input / pictures / slide. Turn on Jeep lights with remote in middle drawer. Turn on Hallway Projector.
2. Turn on all check-in computers and login all but the guest registration computers to self check-in. (get login information for computers from check-in leader or kids ministry staff). Remote is in center drawer of main lobby countertop.
3. Turn on both security camera tv's (1) in nursery room check-in and (1) in expansion hallway. Remotes are attached to the TV on the backside.
4. Check label printers to see if any labels are out of low. Have labels ready in case it is low or out of labels.
5. Make sure when checking in new families to select "Children's Visitor Check-In".
6. Reconcile the Lead App check-in schedule with actual service team.

During Check-in:

1. Register new families
2. Place star sticker on new children's name tag
3. Give Welcome Gift from kids ministry only

AFTER 3RD SERVICE:

1. Turn off all TV's, Turn off Jeep lights, sign lights, Turn off Hallway Projector
2. Clean off countertop in both check-in lobbies.
3. Organize advertisement handouts and writing utensils as needed for good presentation.
4. Shut down all check-in computers.
5. Sanitize Kids Church room door handles.
6. Help room teacher locate parents of kids left in rooms.