

RETREAT DISTRIBUTION LOGISTICS

Swag assembly Saturday:

1. Assemble lanyards
2. **Stuff**- Water bottle with stickers, pen, bracelets. Earplugs (from HQ)
3. Scripture art, sort it all by group- all cabins, all leaders & work crew.
4. Laughing Jesus- save for Wednesday night. **Place in orange plastic bags**
5. REVIVE SWAG:
 - A. Prophetic words: **cut** & organize by Revive cabin (they should print in order, by cabin)
 - B. organize T-shirts with a piece of masking tape that has their name written on the tape based on the size they ordered
 - C. stuffed water bottles
 - D. Put all swag- prophetic word, tiffanys prayer cards, water bottle & shirt in grocery bags or those old orange RnR bags with cabin name on the outside of the bag for delivery.
6. Count out black journals by cabin for RevFit, LW & work crew. (Tayler and Brittney know which journals we have to give away)
7. Leadership bedrooms- Black towels & prophetic words, scripture art
8. Assemble driver check-in materials- give to driver check-in staff point person (TB)
9. Put stickers on the name tag for donors and dual cert revive
10. Organize Tiffany's prayer letters by cabins *her kids may do this, she is bringing these with her
11. Cut De's body story brown craft paper into 6' sections (make 20 of them 5' 5")
12. Cut regional map table toppers for regional lunch
13. Unpack / unwrap all new drumsticks and resistance tubes and place in bins with old ones that we are taking up to camp.

Fran to take with her:

10 sharpees, 5 scissors, 10 rolls of regular tape, toilet paper, hand sanitizer?, packets, group number signs for Revive and SGL, name tags, rev express magnets, REVISM signs, check-in sheets

Leadership- t-shirt at dinner on Saturday (give Fran the shirts to distribute at the airport for those arriving on Sunday), luggage tag, lanyards

Give to Stephanie- prophetic words for work crew; we will put in their cabins: journals and scripture art

Airport & driver check-in (Tayler to check-in the drivers):

-name tag/lanyards, luggage tag (not for drivers), handouts

28 dual cert (Fran)

-ask ahead of time which packet they want printed

-have digital version of the other packet, email them a link ahead of time w/ digital