



Colorado WATC Materials Guide

Important Ministry Contacts for Your Role if You Have Questions

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PRE-WEEKEND EXPECTATIONS

Things to Do Prior to the Weekend

- Print this guide to prepare for the Weekend and for your reference on the Weekend
- Print the inventory sheets to bring to the Weekend
- Print the transportation checklist to have when you pick up materials
- Print each of the Materials Prep Sheets to have in the Materials Room
- Check Staff contact list to get Materials Transportation Team's contact numbers
- Get instructions from Events Coordinator about how to access storage facility for materials pick up (CO)
- Contact women who have swords and ask if they will bring to the Weekend

Transporting Materials for the Weekend

- You need at least two large trucks to transport the materials
- When loading, use the Materials Transportation Checklist and check off each item as it is loaded to ensure nothing is missed.

Box Inventory List

- 0 - Surplus
- 1-6 - Rock Work
- 7 - Inside Setup
- 8 - Documents
- 9 - Incense / Burning of Shame
- 10 - Footwashing
- 11 - Image of Christ



- 12 - Break Team
- 13 - Kleenex
- 14 - Rock Work Manuals
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- W1 - WATC Giveaway (totes/candles)
- W2 - WATC Friday Staff Meeting/False Self
- W3 - WATC Registration
- W4 - WATC Elder Stations Box
- W5 - WATC Painting Cross / Shame / B&B Box
- W6 - WATC Store Box

WEEKEND EXPECTATIONS

Upon Arrival at Site

- Deliver the following boxes to the main meeting room
 - 7 - Inside Setup
 - 13 - Kleenex
 - 8 - Documents
 - W1 - Attendee Giveaways
 - W2 - Friday Staff Meeting / False Self
 - W3 - Registration
- Deliver the rest of the materials boxes to the Materials Room
- Deliver any kitchen items to the kitchen

Materials Room Set-up

- If this is a new location, the Weekend Leader will determine where room will be located
 - Must be out of sight of Attendees
 - In a location where noise will not disturb Attendees
- Check in with Weekend Leader to find out where the Materials Room will be located
- Cover any windows with paper.



- Store the boxes out of view of the Attendees
- Materials that are not stored in bins, such as swords and mirrors, should be covered and remain out of sight
- Set up the room in an orderly fashion

Friday Set-up

The Materials Room Coordinators should typically NOT have any other jobs during the Friday setup time. Women should come to you to get items, rather than you running items around. Once things are moving smoothly, you may be able to lend a hand to some of the teams, typically Inside Setup.

- Registration Box #W3 to Yellow Team Leader
- Break Team Box #12 to Blue Team Leader
- Pendants Team Box out of #W2 to Orange Team Leader

Managing the Materials Room

- Replenish and organize each box directly after each process and load into cars as specified in this guide. **Do not wait until Sunday to organize and inventory materials.**
- Materials Prep Teams are also responsible for clean-up. (For example, brushes should be washed and left out to dry) and for helping to get materials back into the appropriate box.
- Coach teams that any materials borrowed from the kitchen should be cleaned and put away not just put these in the kitchen sink and expect kitchen staff to clean them.
- Given the new Materials system, there is no longer a need to borrow items from other boxes and eliminates the need for a sign-in or sign-out sheet. In the event that an item is missing from a box and needs to be borrowed from another, please have the staff member who is taking from another box sign that item out and back in.
- Once a materials box is no longer needed for the weekend, replenish the consumables from the Surplus Box #0 (items are listed in subsequent pages in description of each process), and put the box aside indicating it is ready to be loaded for transport back.

Friday before Attendees Arrive

- Before the staff takes final positions prior to the women arriving, make sure that any loose materials from the boxes in the main room are back in the box and stored out of the way in the main meeting room.



- Bring Box #W2 back to Materials Room
(leave the False Self Box in meeting room)
- Make sure the women in charge of incense for the Opening Ritual have what they need (Box #9) and know where to return items when they are finished.
- Give one of the Elders Box #W4 for the Opening Ritual; instruct them to return used towels in the mesh laundry bag
- Make sure all materials in the Materials Room are out of view of the Attendees.
- Instruct women at Registration Table to bring the Registration Box back to the materials room.

Friday - False Self

- False Self Box is in Box #W2 and should be stored in main meeting room. It will be used again on Sunday.

Friday - Three Selves Talk

- The red, black, and white cloths are in Box #7 in main meeting room.

Friday Evening

- Replenish consumable items in the Registration Box #W3 from Surplus Box #0
- On your set of Inventory Sheets, please note any missing or damaged items
- Put Boxes #14 and #15 aside or load into one of the vehicles for transport back (There are no items that you will need from these boxes going forward.)
- Pick up road signs after attendees have all arrived and load into truck

Saturday Morning

- Make sure the Rock Work Boxes #1, #2, #3, and #4, #5, #6 are accessible.
- Make sure the mirrors, sword(s), and 2nd Cross are accessible but still out of sight of Attendees

Saturday - Shame Talk and Shame Journaling

- Cloths for the Black Cloth Model are stored in Box #7 in the main meeting hall
- The laminated cards and duct tape are in their own container in Box #7



Shame Journaling sheets are in Box #8 in the main meeting hall

Saturday - Rock Work Set-up

- Oversee distribution of Rock Work boxes and extra Rock Work materials
- Provide each team with an inventory sheet and instruct to inventory the box before returning
- Note who is taking which box in case something is missing when it is returned

Saturday - after Rock Work

- Oversee return of all Rock Work boxes and materials. Make sure the boxes have completed inventory sheets.
- Inventory Rock Work Boxes #1, #2, #3, #4, #5, #6
- Check to make sure all durable items have been returned
- Make sure used blindfolds are put in one a mesh laundry bag
- Replenish consumable items in each Rock Work Box from Surplus Box #0
- White paint needs to be only half full
- 5x8 Index Cards
- 3x5 Index Cards
- Sisal/Fiber Rope (about 8 feet long)
- On your set of Inventory Sheets, please note any missing or damaged items
- Put Boxes #1, #2, #3, #4, #5, and #6 aside or load into one of the vehicles for transport back (There are no items that you will need from these boxes going forward.) Mirrors can be put aside or loaded as well.
- Team will get the WATC Store box out of the Materials Room #W6

Saturday - Shame

- Oversee distribution and set-up of process (see Materials Prep Sheet)
- Coach materials teams on cleanup of materials and proper storage of materials
- Wipe out Shamebowls
- Wipe down burning pan



- Dump ashes from small bowls back into the lidded vessel
- There are no consumables to replenish for Shame
- Note any missing items on your inventory sheet for Shame

Saturday - Visualization

- Blindfolds are in Box #7 in the main meeting room
- Make sure used blindfolds are put in laundry bag and brought to Materials Room
- Unused blindfolds should be returned to their container and that container put in Box #5

Saturday - Painting Crosses

- Oversee distribution of materials (See Materials Prep Sheets)
- Coach materials team on cleanup of materials and proper storage of materials
- Wash paint out of foam paint brushes, leave out to dry
- Wash and dry plastic paint holders
- Place materials other than wet brushes back into container

Saturday after Dance Celebration or before Bed

- Second Cross and stand can be loaded
- Box #9** can be put aside in Materials Room or loaded for transport back. (There are no items that you will need from this boxes going forward.)
- If you didn't load Boxes #1, #2, #3, #4, #5, #6 at dinner time, you can load them now. (There are no items that you will need from these boxes going forward.)

Sunday Processes before Lunch

- Oversee distribution and set-up of all processes (See Materials Prep Sheets)
- Coach materials teams on cleanup of materials and proper storage of materials
- Dry out roaster and lid from Foot Washing
- Put Foot Washing cloths in mesh laundry bag
- Check level of oil in small bottles; replenish from large bottle



- Wipe out metal bowls from B&B
- Return B&B Satin Bags to Box #W2 (NOT Box #16)
- Wash and dry all Image of Christ plates and bowls
- Put each plate in a styrofoam sleeve before putting into box
- Replenish consumable items after each process
- On your set of Inventory Sheets, please note any missing or damaged items
- Put Boxes #10, #11, and #16 aside or load into one of the vehicles for transport back (There are no items that you will need from these boxes going forward.)
- Consolidate laundry bags and load into one of the vehicles for transport back
- Real votive giveaways can be taken out of Box #W1 (count the number that you need) in the main room and Box #W1 can be put aside in Materials Room or loaded for transport back. (There are no items that you will need from this boxes going forward.)

At this point in the Weekend, the following boxes and items should already be loaded into a vehicle.

- Boxes: 1, 2, 3, 4, 9, 10, 11, 12, 14, 15, 16
- Other Materials: Mirrors, second Cross and stand, dirty laundry

Sunday Afternoon Cleanup

Materials Coordinators should not have any clean-up jobs as their time is needed for final return of materials to bins, inventory, and truck loading. USE THE TRANSPORTATION CHECKLIST TO ENSURE EVERYTHING IS LOADED.

- Make sure False Self box gets put back in Box #W2
- Look through Inside Set-up Box #7 after it is delivered to you from main meeting room to ensure nothing is missing, set outside of room indicating it's ready to be loaded
- Check off Cross, media items, whiteboard, music stand, etc, set them out to be loaded
- Once you see Kleenex Box #13, it can be delivered directly to a vehicle
- Look through Break Team Box #12 after it is delivered to you after cleaning main meeting room to ensure nothing is missing, set outside of room indicating it's ready to be loaded
- Once you see Document Box #8, it can be delivered directly to a vehicle
- Look through WATC Store Box #W6 after it is delivered to ensure nothing is missing, set



outside of room indicating it's ready to be loaded

- Send a woman to retrieve loose kitchen items, such as orange coolers and percolator, check them off of the list and set them out to be loaded
- Send a woman to retrieve the road signs (if used), check them off of the list and set them out to be loaded