**HOUSEKEEPING INFO – PARTICIPANTS**

On the wall in both this room and the Dining Room you will find a site plan of the property, floor plans of this building, timetables, a Dining Room Roster and a list of Small Groups. Now let me explain the purpose of each of these:

* **Site plan**: the children will be meeting for their program in the Multi-purpose Room and the young adults in the small Conference Room on the first floor, so you will be able to see where all these are located. The children will meet at the top of the stairs and be taken to their venue by the facilitators on the children’s team at the beginning of the day and returned there at the conclusion of their program. One parent needs to be at the top of the stairs to meet their children at 9.00 pm even if this means leaving your small group before the session has concluded though that is the time to which the facilitators will be working. To make it easier for them, could all the mothers please meet their children on Friday evening and all the fathers, on Saturday evening. Thank you.
* **Floor plans**: these show all the room allocations for sleeping and for small groups.
* **Timetables**: there is a timetable for each of the three programs – the adults, the young adults and the children. From tomorrow, there will be two long tables set up in the Dining Room near the servery for the children and their facilitators as they will be starting their lunch and dinner fifteen minutes before the adults. The young adults will be eating at the same time as the adults. Breakfast is at the same time for all and you and/or your children can decide whether to sit as a family or at the long tables with the children’s facilitators. You all have a timetable in your folder, so please take note of the times. Please make sure that you are where you need to be for the start of the sessions. Everyone is expected to be at all of the sessions. However, if for some reason you are unable to be at a session please let me know prior to that session.
* **Dining Room roster**: some of you have the privilege of being on this to help with the setting and clearing of the tables. Please check to make sure that you know when you are on duty and read what is required of you.
* **Small groups**: you will also have received in your folders a list of the small groups; please find the name of the facilitator of your group on the floor plans and that will tell you in which room you are to meet.

Please let me know if you are feeling too hot/too cold in the Conference Room or Dining Room.

The public toilets and your bathrooms have motion-censored lights in them, so, for example, if you take too long in the shower without moving, you will find yourself in the dark.

Tea and coffee are available at any time in the Tea Area next to the Conference Room and this is where morning and afternoon tea as well as supper will be available. No food is to be brought into the Conference Room.

The room next to that is where you will find art and craft materials and tomorrow we will tell you more about them.

The internet is available in the foyer for anyone who really needs to use it – please see me for the password (Elkanah582). Please put your phones on ‘silent’ during the sessions.

Michael has brought with him a selection of books, which he will sell to you for cash but he does have an EFTPOS machine. The books on the far end of the table belong to one of our team members and are there for you to browse.

The other table over here has jewellery and cards for sale from ‘Jewels of Hope’, which is the project in Lesotho in southern Africa with which I am still involved. If you would like to know more about it or would like to make any cash purchases please see me. The jewellery does make lovely gifts.

On Sunday, we are privileged to have the luxury of not having to be out of our rooms by 10.00 am. In fact, we don’t have to move out until we leave but please keys do need to be returned to the ‘Keys please’ box on the counter at reception by lunch time. Our group has the use of the whole guest house, so you don’t need to feel that you have to lock your doors all the time though this is entirely up to you. Please do NOT strip the beds.

Evacuation Plan: in the event of an emergency, there is an evacuation plan on the door in each of your rooms; please make sure that you have familiarised yourself with it.

The outside doors are locked at 10.00 pm but your room key will allow you to come in through the front door only at any time.

Everyone has a name tag – please make sure that you wear it at all times.