**HOUSEKEEPING INFO - FACILITATORS**

**El Kanah is providing:**

1. a white board and markers
2. a CD player
3. tablecloths and napkins for the Celebration Dinner– we will make a donation towards the cost of laundering them
4. a communion set and the bread
5. data projector
6. lectern in the Conference Room
7. trestle tables – one in the foyer for the welcome folders and gift bags

 – two in the Conference Room: one for the books

 one for the jewellery

 – two in the Creche for the art and craft materials

The children’s program will be run in the Multi-purpose Room, which is a short walk from the Guest House. Breakfast will be eaten all together. The children will be eating in the same Dining Room as the adults but they will begin their lunch and dinner fifteen minutes before the adults. The children will be seated all together with their facilitators for these two meals on two long tables at one end of the Dining Room. They will be looking after themselves as far as setting and clearing tables is concerned. They will have their own morning and afternoon teas at their venue. If the weather is favourable, the barbeque lunch on Sunday will be outside but there is only seating for thirty people on the outdoor patio. The children and their facilitators will eat at their tables and the remaining eleven people will need to eat at the tables set in the Dining Room.

The young adults will be meeting in the second Conference Room on the first floor. They will mostly be following their own program but on occasions will be joining with the children’s program. They will join the adults’ program for the two devotion sessions as well as the final sharing session and communion. They will eat their meals at the same time as the adults. They have all been asked to bring an object of significance to them and they are going to be given the opportunity to share about this at the Celebration Meal if that is what they would like to do.

From lunch time on Friday, the tables for the adults and young adults will be set up individually around the bay windows with four seats at the round tables then six seats at each of two rectangular tables and five at the other one.

For the Celebration Dinner, two rectangular tables will be put together in the centre of the room with tablecloths on them for the participants to leave their objects on display for the remainder of the retreat. In order to not hold up the kitchen staff, all of the sharing will take place **after** the meal has concluded and the dirty dishes have been cleared away.

The Main Conference Room is to be used for all the meetings. The microphone is to be used at all times in both the Conference Room and the Dining Room.

The art and craft materials are to be set up in the Crèche on the Ground Floor as indicated on the floor plan. We will mainly use the lino area but there will be ground sheets to go over the edge of the carpet. This room will also need to be used as a ‘Break Out’ room for one of the small groups.

The internet is available in the foyer for anyone who needs to use it. Dawn will have the password.

Michael will bring a selection of books for sale as he has done in previous years and Deanna has provided some of her books for browsing.

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 return all keys to the box at reception by lunch time and leave your door unlocked when you leave. Please do NOT strip the beds. 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.

If anyone is wanting to put anything on any wall at any time, Blu Tack **ONLY** can be used.