

FEAST END REPORT

HALL -- SET UP

TAUPO 1972

Name: _____

Please give a brief evaluation of your responsibility throughout the Festival period by filling in the questions below.

- 1) How did men assigned to your responsibility perform? Any problems/difficulties? Any exceptional commendations/capable men of calibre for higher opportunity?

- 2) How was organisation? Any problems/weaknesses?

- 3) Any major problems encountered?

- 4) Suggestions for improvement? Any procedures especially helpful?

Any ideas about your Festival responsibility or any other part of the Festival organisation you observed?

NOTE: This form must be filled out and left with the Festival Co-ordinator before leaving the Feast area.

HALL -- SET-UP

- I. Supervise the physical preparation and set-up of the meeting facilities.
- II. Provide crew to set up chairs and get hall ready for services.
- III. Provide sufficient coverage during the Feast to maintain proper building function, i.e. toilets, doors, leaks, drafts, etc. Make provisions for safety procedures:
 - a. Rapid Exit
 - b. Fire extinguishers
 - c. Emergency lighting
 - d. Or any other safety-first procedure necessary.
- IV. Each department head should submit a Feast End Report pertinent to his specific responsibility, giving the highlights of the operation throughout the Feast and any relevant suggestions for improvement of same. Where report forms are supplied, these should be completed in full and submitted with the write-up.

Turn reports in to the Festival Co-ordinator before leaving the Feast site.
- V. Be available to attend the pre-Feast meeting held by the Festival Elder at 4:30 p.m. at the hall the afternoon prior to the first service of the Feast.
- VI. Plan a meeting with all your committee members, if needed, immediately after pre-Feast meeting with Festival Elder.