

GEORGIA MOUNTAINS TRES DIAS

Head Cha — Forms Package

Updated June 2026

CONFIDENTIAL — FOR TRES DIAS USE ONLY

FORMS FOR HEAD CHA

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COMMITMENT SHEET GMTD # _____

NAME: _____

1. Explain the commitment you have made to make this Tres Dias a success.
2. What do I hope to contribute to this weekend?
3. What do *I* hope to gain from this weekend?
4. What do *I* consider to be my greatest asset?
5. How can the Lord and I use this asset best on Tres Dias ?
6. What assets would I like to try to acquire while serving the Lord on this Tres Dias?

Please prayerfully consider your responses, and after completion, seal this form in the envelope provided, and turn it in to the assistant head cha. It will be returned to you, unopened, in your Sunday bag.

Personal Medication Record	Georgia Mountains Tres Dias
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My Personal Information		My Allergies
Name		
Street Address		
City/State		
Phone #		
Emergency Contact		My Medical Conditions
Name		
Relationship		
Phone #		
Primary Care Physician		
Name		
Phone #		

What I am Taking	Pill/Shot/Liquid	Dosage	How Much & When
Be sure to include ALL prescription drugs, over the counter drugs, vitamins & herbal supplements			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

NOTE: This form should be placed in a sealed envelope with your name identified on the outside of envelope, it will be kept securely by the Assistant Head Cha and returned to you sealed in your Sunday bag. **This will ONLY be opened in the event of a medical emergency by appropriate personnel.**

NAME: _____ ROLLO: _____

START TIME: _____ FINISH TIME _____ TALK TIME: _____

CONSIDER:

DID THE TALK COVER ALL POINTS IN THE OUTLINE? _____

WHAT POINTS WERE NOT COVERED _____

WERE YOU ABLE TO FOLLOW THE TALK? _____

DID IT FLOW TOGETHER? _____

DID YOU GET LOST AT ANY TIME? _____

DID YOU FEEL THAT YOU GOT THE OVERALL VISION OF THE TALK? _____

DO YOU THINK THAT A CANDIDATE HEARING THE TALK FOR THE FIRST TIME
WILL GET THE VISION OF THE TALK? _____ IF NOT, WHAT DO YOU
SUGGEST?

WERE ALL THE WRITE DOWNS GIVEN? _____

DID YOU HAVE ENOUGH TIME TO WRITE THE WRITE DOWNS? _____

WERE THEY REPEATED TO MAKE IT EASIER TO COPY? _____

WERE STRANGE OR DIFFICULT WORDS SPELLED? _____

DID THE TALK GO TOO FAST? _____ TOO SLOW? _____ JUST RIGHT? _____

AS FAR AS PERSONAL WITNESS & TESTIMONY FOR THIS TALK, WAS IT: TOO
MUCH _____ TOO LITTLE _____ JUST RIGHT _____

WHAT ABOUT THE SPEAKERS: VOICE? _____ EYES? _____
HANDS? _____ EXPRESSION? _____

DID THE SPEAKER LOOK AND "ACT THE PART" "FIT THE TALK"? _____
(TRIUMPHANT. JOYFUL. ACTIVE. ENTHUSIASTIC. VICTORIOUS - SINCERE)

WHAT SUGGESTIONS WOULD YOU SHARE TO HELP THE TALK & SPEAKER?

CANDIDATE INFORMATION SHEET

GEORGIA MOUNTAINS TRES DIAS

PLEASE PRINT CLEARLY!!!

NAME: _____
FIRST LAST

NICKNAME: _____ (name your friends use)

SPOUSE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER(S):

HOME: _____ WORK: _____

CELL: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT INFORMATION:

NAME: _____ PHONE: _____

RELATIONSHIP: _____ EMAIL: _____

CHURCH YOU ATTEND: _____

ARE YOU AN ORDAINED MINISTER OR PASTOR? YES / NO (CIRCLE ONE)

DO YOU LEAD WORSHIP? YES / NO (CIRCLE ONE)

DO YOU PLAY AN INSTRUMENT? YES / NO (CIRCLE ONE) What instrument? _____

DO YOU SPEAK SPANISH? YES / NO (CIRCLE ONE)

SPONSOR NAME: _____ PHONE: _____

This information is for Tres Dias use ONLY and will remain confidential otherwise. Rev. 01/05/2023

The following forms are to be completed after your Tres Dias Weekend. The information gained through these forms allows the Secretariat to be more fully informed about the inner workings of the weekends. All information that is reported on these forms is to be strictly confidential.

There is a Team Reporting Form that is to be given to each Area Head on Thursday when arriving at the Camp of Colors. The Area Heads will complete the form and return it to the Rector prior to leaving the Camp of Colors on Sunday of the weekend. It is suggested that you establish a procedure for turning in the forms to a specified person (usually the Assistant Head Cha).

If you have any questions regarding these forms please direct those to your Leaders person.

Thank You

Georgia Mountains Tres Dias Rector Reporting Form

1. Were there any changes to the Tres Dias time schedule during the weekend? If so, please describe.
2. Was the script followed as written and all activities covered? If not, please give the reason why.
3. Were there any team members that did not fulfill their role on the weekend? If so, please give their name and describe the situation.
4. Were there any team members or candidates who did not complete the weekend? If so, please give their names and state the reasons.
5. Please list team members receiving scholarships and the amount for this weekend.
6. List and describe any situations on the weekend where candidates required medical treatment.
7. Were the Camp Maintenance personnel called at any time during the weekend? If so, please describe what the problem was.
8. Evaluate the Spiritual Directors for the weekend. Please give their names and comments.
9. Please give a summary of the weekend. Include all problems and praises that occurred.
10. Please give this report to the Leaders person for the weekend. Thank you.

Georgia Mountains Tres Dias Asst. Head Cha Reporting Form

1. Please describe any problems that occurred in your area during the weekend.

2. Were there any team members in your area of service who did not fulfill their role on the weekend? If so, please name and describe.

3. Was there good communication between you and the rollo room? Did you have any difficulty with the time schedule?

4. Do you have any suggestions that would make your service area work better in the future?

At the close of the weekend please collect the reporting forms from the area heads and the Head kitchen and give them to the Leaders person along with your report.

Thank you.

Georgia Mountains Tres Dias Head Kitchen Reporting Form

1. Were there any kitchen team members that did not fulfill their role on the weekend? If so, please name and describe the situation.
2. Were there any changes to the Tres Dias time schedule that made you preparations or meal service difficult? If so, please describe.
3. Was there good communications between you and the Asst. Head Cha?
4. List and describe any situation in your area where a team member required medical treatment? If so, please name and describe.
5. Do you have any suggestions that would make you area work better in the future?

Please complete this form and give to the Asst. Head Cha at the close of the weekend.

Thank you.

Georgia Mountains Tres Dias Area Heads Reporting Form

1. Were there any changes in the Tres Dias time schedule that affected your area of service? If so, please describe.

2. List and describe any situation in your area where a team member required medical treatment.

3. Were there any team members in your area who did not fulfill their role on the weekend? If so, please name and describe the situation.

4. Please describe any problems that occurred in your area during the weekend.

5. Do you have any suggestions that would make your area work better in the future?

Please give this completed form to the Asst. Head Cha at the close of the weekend.

Thank you.

SET-UP TEAM

GMTD# _____

_____1. Check with Head or Asst. head cha about time set-up begins.

_____2. Check with Head or Asst. Head cha about how the Rollo room is to be set up.

_____3. Unload weekend supplies from weekend couple's vehicle and place in storeroom.

_____4. Set up tables in the kitchen for Wednesday evening meal. (Check with weekend couple).

_____5. Check with head kitchen about dining room set-up.

_____6. Check with area heads to see what help they might need.

_____7. Check to see if team members need help unloading their cars.

_____ Head or Asst. Head cha initial here.

******Set up is a vital part of the weekend.******

******Please remember to be there and be on time.******

TAKE- DOWN TEAM

GMTD# _____

_____1. Be at the camp no later than 3:00 p.m. Sunday to help the Dorm chas get candidates' luggage outside by 4:00 p.m. Head will check with asst. head cha for closing directions.

_____2. Check with area heads to help them with their check-off list.

_____3. Look for garbage cans that need emptying.

_____4. Help with vacuuming. Check with Head dorm.

_____5. Check with asst. head cha about arrangement of chairs for closing.

_____6. All tables are to be returned to the storage room adjacent to dining hall. Set up platform and podium in dining hall for closing.

_____7. Bring all folding chairs from Chapel to dining room for closing.

_____8. When candidates leave the Rollo room and go to Chapel clean up and vacuum the Rollo room. Check with asst. head cha.

_____9. After closing all kitchen chairs are to be returned to storage room.

_____10. Chapel chairs must be folded and returned to the Chapel.

_____Head / Asst. Head initial here.

******Please remember******

******Do not leave without checking with your Head / Asst. Head cha.******

Camp of Colors Closing Checklist

This list will help each section head assure that the Camp is left in the best condition possible for the next weekend using the Camp and that the closing inspection will go smoothly. If there are any problems during your weekend, please notify the current emergency contacts. Any items you leave at the Camp must be stored in your communities' cage in the storage pavilion. Please do not store Camp of Colors property in your communities' cage. This form should be read and understood by all section heads prior to the beginning of the weekend. Please allow a team of six to ten team members to stay after closing for the final walk through and to assist in last minute clean-up.

Please refer to <http://campofcolors.org/policies--procedures.html> for details about current Camp of Colors Policies and Procedures (CoC P&P).

This checklist should be reviewed and signed by the responsible team member, weekend team representative and a Camp of Colors representative. The Assistant Head Cha, Head Dorm Cha and all Dorm Cha's are expected to remain at the Camp of Colors until all cleaning is completed and the checklist is signed.

If you have questions you can contact chair@campofcolors.org

Rollo Room

☐	Parking area floodlights are off	☐	Leave sound system manual in TECH booth
☐	Both thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°	☐	Sound system is off. Power switch is underneath the booth for the amps and on the back of the mixing board.
☐	X-32 mixing board in TECH booth. Board is off	☐	All music stands in the pass thru to storeroom
☐	S16 Digital snake at front of room. Powered off. Power cable and data cable attached	☐	Wireless microphone receivers on left front shelf of tech booth. Connected to X-32. Powered off
☐	iMac in tech booth. Powered off. Keyboard and mouse attached	☐	Wireless handheld and lavalier microphones in CoC cabinet in the pass thru
☐	Cable labeled “laptop” attached to the mixing board. iPhone adapter attached	☐	Stack chairs 4 high and place around the exterior of the room. 78 gray chairs w/o arms and 10 chairs with arms stacked against the wall.
☐	Remote controls (x2) for TVs in the TECH booth	☐	Stack round tables on the dolly
☐	2 black swivel chairs in the TECH booth	☐	Vacuum the floor
☐	All items removed from walls	☐	Easels on the wall hook in the pass thru
☐	Small speaker outside Rollo room door for Head Cha. USB power cable attached	☐	Turn off amplifier in storage closet according to the turn off procedure.

Please note any items that need repair in this section

Storeroom

☐	2 gray chairs with arms	☐	Coffee pots cleaned and unplugged
☐	Clean refrigerator of all items and wipe down interior with sanitizing cleaner	☐	Trash removed; new liner left with can
☐	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	☐	Small speaker on shelf above coffee maker
☐	Vacuum floor	☐	Windows closed, blinds down with slats open
☐	Fan off, exit door locked, lights off	☐	Clean microwave
☐	Silent signs out and available for next weekend		

Please note any items that need repair in this section

[illegible]

Palanca room

☐	4 gray chairs	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	Vacuum floor	☐	Organize shelves
☐	Small speaker on shelf near HVAC	☐	3 metal banner hangers on banner holder
☐	Clean refrigerator of all items and wipe down interior with sanitizing cleaner	☐	1 wheelchair present
☐	Outside light off, fan off, exit door locked, lights off	☐	Remove all tape from cubbies

Please note any items that need repair in this section

☐	Vacuum floor	☐	1 long table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and twelve (12) bunks/twenty-four (24) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

[illegible]

Team Dorm B

☐	Vacuum floor	☐	1 long table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and eleven (11) bunks/twenty-two (22) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

Please note any items that need repair in this section

[illegible]

Team Dorm C

☐	Vacuum floor	☐	1 long table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and eleven (11) bunks/twenty-two (22) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

Please note any items that need repair in this section

[illegible]

Candidate Dorm D

☐	Vacuum floor	☐	1 long table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and eleven (11) bunks/twenty-two (22) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

Please note any items that need repair in this section

[illegible]

Candidate Dorm E

☐	Vacuum floor	☐	1 long table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and eleven (11) bunks/twenty-two (22) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

Please note any items that need repair in this section

[illegible]

Rector & Head Cha Room

☐	Vacuum floor	☐	Windows closed, curtains open
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and two (2) beds in room	☐	Lights off and fan off
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form

Please note any items that need repair in this section

*Assistant Head &
Data Cha Room*

☐	Vacuum floor	☐	1 small table and 1 gray/green swivel chair in Head Cha room
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and two (2) beds in room	☐	Windows closed, curtains open
☐	All network equipment left on	☐	Lights off and fan off

Please note any items that need repair in this section

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Prayer Cha Dorm

☐	Vacuum floor	☐	Windows closed, blinds down with slats open
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and four (4) bunks/eight (8) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Lights off	☐	

Please note any items that need repair in this section

☐	Vacuum floor	☐	All items removed
☐	Open curtains	☐	One (1) brown high-backed chair
☐	Narrow folding table labeled "prayer room"		

[illegible]

☐	Vacuum floor	☐	1 short table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and three (3) beds in room	☐	Windows closed, blinds down with slats open
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Lights off	☐	Handicapped shower chair

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Spiritual Director Dorm

☐	Vacuum floor	☐	1 short table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and three (3) bunks/six (6) beds in room	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	Windows closed, blinds down with slats open	☐	Lights off and fan off

Please note any items that need repair in this section

☐	Vacuum floor	☐	1 short table and 2 gray chairs
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and two (2) beds in room	☐	Windows closed, blinds down with slats open
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower glass pulled wide across the shower opening so mildew will not form
☐	Lights off and fan off	☐	

[illegible]

Chapel

☐	Vacuum floor	☐	Clean refrigerator of all items and wipe down interior with sanitizing cleaner
☐	All items removed from dorm, check under beds and behind storage shelves	☐	All tape, putty, and adhesives removed from bed frames
☐	Beds put back in proper location and two (2) bunks/four (4) beds in room.	☐	Thermostat: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	All items removed from bathroom	☐	Shower drains cleaned
☐	Showers cleaned	☐	Sinks, counter tops, and mirror cleaned
☐	Toilets, including bases, cleaned	☐	Bathroom swept and floor mopped
☐	No toiletry items are left in showers or above shower stalls	☐	Shower curtain pulled wide across the shower opening so mildew will not form
☐	All chairs and podium in storage room except for 6 gray chairs in front of chapel next to sound equipment	☐	Lights off
☐	Audio system powered off	☐	Mac mini on table. Monitor, mouse, and keyboard attached. Powered off
☐	TV (x3) turned off	☐	TV remotes (x3) on top of audio equipment

Please note any items that need repair in this section

Storage Pavilion

☐	Upper deck swept, and trash disposed of	☐	Close all openings on the dumpster
☐	Community cage near and organized, no food in community cage unless sealed in airtight containers	☐	No fabric items on floor
☐	Cart returned to the cage area	☐	Dispose of all trash around pavilion
☐	Designated smoking area is clean	☐	Make sure all trash is IN the dumpster. No trash can be left on the ground or on the lid of the dumpster
☐	Lights off	☐	Outside doors closed and locked

Please note any items that need repair in this section

[illegible]

Kitchen

☐	Stove and griddle cleaned. Check grease trap and crumb tray	☐	Electric kettle cleaned. Wooden paddle present
☐	Dishwasher and wash sink cleaned. Check strainers	☐	Oven cleaned, check pilot light to make sure it's on
☐	Convection ovens cleaned. Check inside of oven doors and bottom of ovens	☐	Warmer cleaned and unplugged
☐	Sinks cleaned and vegetable sink cleaned	☐	Cabinet shelves organized
☐	Utensils and service pieces organized	☐	Washer and dryer empty and cleaned
☐		☐	Clean refrigerator and freezer of all items and wipe down interior with sanitizing cleaner
☐	Storage room shelves cleaned	☐	All garbage cans emptied, new liners in place
☐	Kitchen inventory list completed	☐	Microwave is clean
☐	Make sure the drawer fronts and cabinet doors are clean	☐	Bakery items that are unopened can be left for the following weekend of the same community
☐	Outside kitchen bathroom cleaned	☐	Thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°
☐	Lights off	☐	Mop and buckets cleaned. Mops hung up
☐	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	☐	Floor swept and mopped

Please note any items that need repair in this section

Dining Room

☐	Tables and chairs stored on racks in back storage area. All tape removed	☐	Podium platform placed up against the wall. Leave mic and cable attached to the podium
☐	Floor swept and mopped	☐	All decorations removed from storeroom in hallway outside dining room (Exception: if leaving décor for next weekend of the same community)
☐	All thermostats: From 1/Oct – 30/Apr set to Heat at 60° From 1/May – 30/Sep set to Cool at 76°	☐	All tape, putty, and adhesives removed from walls
☐	Lights off and fans off	☐	Fan remotes (x2) on podium
☐	Audio system off		Windows closed, blinds down with slats open

Please note any items that need repair in this section

[illegible]

☐	Coffee pots cleaned and unplugged. Clean underneath the filter holder with hot water and white vinegar	☐	Tea makers cleaned
☐	Drink cooler on	☐	All pitchers, cups, and glasses stored on rack
☐	Clean counters, sinks, and tables and wipe down with sanitizing cleaner	☐	Floor swept and mopped
☐	Lights off	☐	

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Inventory List

The purpose of the inventory list is to make sure there is a supply of items for the next weekend. Please notify your community and the Camp of Colors representatives of any shortages.

Item	#	Item	#	Item	#
Dinner plates	/ 115	Bread plates	/ 115	Soup bowls	/ 115
Beverage glasses	/ 115	Juice glasses	/ 115	Pitchers	
Forks	/ 115	Spoons	/ 115		
Coffee cups	/ 115	Butter knives	/ 115		
Saucers	/ 115	Knives	/ 115	Coffee carafes	

FINAL WALKTHROUGH

DOORS LOCKED:

- ☐ Upper Chapel
- ☐ Chapel rear
- ☐ Chapel front
- ☐ Both Rollo room doors
- ☐ Back hallway
- ☐ Storeroom
- ☐ Palanca
- ☐ Front hallway (front of building)
- ☐ Dining room
- ☐ Kitchen

THERMOSTATS SET:

All thermostats are to be set as follows:

From 1/Oct – 30/Apr set to Heat at 60°

From 1/May – 30/Sep set to Cool at 80°

- ☐ Chapel
- ☐ Rollo room, left wall
- ☐ Rollo room, right wall
- ☐ Team dorm A - Kitchen
- ☐ Team dorm B
- ☐ Team dorm C
- ☐ Candidate dorm D
- ☐ Candidate dorm E
- ☐ Palanca
- ☐ Prayer
- ☐ Dining room (3 units)

Camp of Colors Closing Checklist

Please note any items that need repair in this section

Email to chair@campofcolors.org & chairman@gmtd.org

Community:	Weekend:	Date:
------------	----------	-------

Print name:

Sign:

Weekend Rep:

Community Rep:

Camp of Colors Rep:

Note: The weekend, community, and Camp of Colors representatives must be different people.