

COTK PARKING CHECKLIST

Team Coach: John Griffitt 504-473-7737



- **Before Service**

- Arrive at your scheduled serving time to put on a parking vest and grab a walkie-talkie from the church office (channel 1).
 - Outdoor shack lock combination is 1507.
 - We operate on the same channel as the safety team, so communicate as needed but please practice radio etiquette.
- Survey the parking lot.
 - Remove any loose items that could damage vehicles.
 - Clear walkways of trip hazards.
 - Check overflow lot for railroad ties out of position.
- If not already set up, gather all the A-frame signs, and set them up as per the pictures included below.



Main Entrance w/sign & cones



Handicap sign



Overflow access w/signs & cones



Directional signs in the back of overflow lot

- Gather orange traffic cones and set them up to create 3 lanes in the island zone; 1 lane for drop off and 2 lanes for traffic flow (see images below for cone set up; cars in drop off lane won't normally be there).
 - Also use orange traffic cones to block any empty parking spots in the island zone.



- Direct vehicle and foot traffic as needed with the priority of preventing vehicle traffic from building up on Katy Flewellen Rd.
 - While traffic is INCOMING the manned positions should be as follows:
 - Top of the island zone to direct traffic as needed down the 3 lanes. Most cars should be directed into the middle lane to fill the main lot. Once the main lot is full then most cars should be directed into the outer lane so they can easily turn towards the overflow lot. Use both lanes as needed to get cars off Katy Flewellen.



- Crosswalk B to assist pedestrians crossing the island zone and direct traffic out of the 3 lanes and into the rest of the parking lot.
- At “the T” to assist cars merge at the bottom of the island zone and direct cars into the rest of the parking lot. If the main lot is full then direct all vehicles into overflow.
- While traffic is OUTGOING the manned positions should be as follows:
 - Crosswalk B to assist pedestrians crossing the island zone.
 - Hotspot to direct traffic towards the main exit and overflow exit as needed.
 - Crosswalk C to assist pedestrians crossing the main drag and traffic exiting.
- Communicate as necessary via walkie-talkies if any area starts to build up or if a team member needs to move to a better position.
- As guests arrive, greet them courteously allowing them to feel welcomed as if they’re home.
- Remember to be engaged and connected as much as possible.
- Remain in the parking lot for approximately 10 minutes after service starts to welcome and assist any late guests.
- Before going in for the service yourself, get a count of ALL vehicles in the main lot and all overflow areas. Text this number to John Griffitt.
 - For reference, the main lot has 219 total parking spots including handicap and motorcycle. It is usually easier to count the empty spots in the main lot along with the vehicles in overflow areas and then do the math (i.e., 20 empty spots and 40 overflow vehicles would equal $219 - 20 + 40 = 239$ vehicles).
- **After Service**
 - Once the Pastor begins to offer prayer for the congregation, quietly exit the worship center and get back in position in the parking lot.
 - Give fond farewell to guests as they exit the parking lot. Remain aware of any guests who may need assistance.
 - At the Hotspot utilize both exits by directing a line of traffic to each one.
 - Be aware of any vehicles backing out of parking spots and guests at crosswalks. Stop vehicles/people as necessary to ensure traffic flows out smoothly.
 - **Last Service** – Orange traffic cones should be collected and placed back in outdoor shack. A-frame style signs can stay out in the parking lot.
 - Return parking vests and ensure that all areas and equipment are left in good condition.



- **Additional Information**

- Remain vigilant of weather conditions and have umbrellas ready to provide when needed.
- Communicate to your team if you will be late or absent.
- Be sure to have situational awareness of all ongoing activities in the parking lot.
- Remember that as Parking Team members we are the first impression as guests arrive. We make the initial impact!