

**Circuit Assembly & Regional Convention**  
**Assembly Hall Operating Plan**  
**Fremont Assembly Hall**  
**January 1, 2026**

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## INTRODUCTION

1. The operating plan is prepared by the contract representative, Assembly Hall overseer, and their assistants. The purpose of this plan is to provide direction for the use of the Assembly Hall during circuit assemblies and regional conventions in order to ensure their smooth operation. The information presented within will supplement the existing direction for circuit and convention departments that can be found in *Assembly Organization Guidelines* (S-330) and *Convention Organization Guidelines* (CO-1). This direction from the branch office can be referenced but should not be restated within the operating plan. Faithfully adhering to these instructions, while displaying love and kindness, will contribute to a smooth-running event that will bring joy to you, others, and will honor Jehovah.—Gen. 6:22; 1 Cor. 14:33; 1 Pet. 5:2, 3.

2. The oversight and maintenance of the *facility* is the responsibility of the Local Design/Construction Department (LDC). All facility related concerns or needs should be directed to the Assembly Hall event contact. This would include any electrical, mechanical, or HVAC systems. The oversight and scheduling of circuit assemblies and regional conventions is the responsibility of the Service Department. All *event* related concerns or needs should be directed to the assembly or convention oversight. A close working relationship, good communication, and mutual respect for each one's role is needed to have a successful event.—Rom. 12:10; Phil. 2:3.

3. The contract representative will distribute the operating plan to circuit overseers, assembly overseers, and Convention Committees. These brothers, in turn, will make a copy of this plan available to the department overseers and assistants. The contract representative or his assistant will also post the operating plan on JW Drive for all regional conventions.

## CHAPTER 1 GENERAL INFORMATION

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### CONTACTS

1. The Assembly Hall Contacts template contains the information of the brothers assigned by LDC and the Service Department. This information will be updated as changes occur.

<b>Assembly Hall Facility Contacts</b>	
<b>SCOTT SMITH- AH Overseer</b>	
734-740-7414	General assembly hall: ahfremontca.us@bethel.jw.org Personal: ScottS1@jwpub.org
<b>ALDO ANDRADE-AH Assistant</b>	
408-476-0376	aandrade9@jwpub.org
<b>ANDREW SALINAS- TECHNICAL SUPPORT CONTACT</b>	
408-607-5645	asalinas5@jwpub.org
<b>Service Department Event Contacts</b>	
<b>DANIEL THOMAS- CONTRACT REPRESENTATIVE</b>	
408-603-7020	DanielT10@jwpub.org
<b>TIMOTHY GRIDLEY- ASSISTANT CONTRACT REPRESENTATIVE</b>	
408-889-3012	GridleyTimothyAndrew@jwpub.org
<b>MARK STEVENSEN- ROOMING COORDINATOR</b>	
408-605-0986	MStevensen@jwpub.org

### WORKING WITH CONTACTS

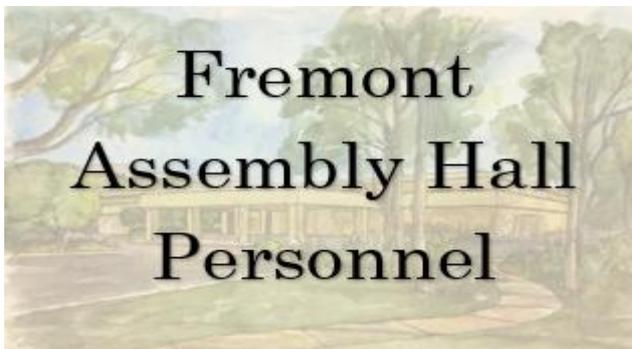
2. **The Assembly Hall Overseer:** Along with his assistants receives direction from the Local Design/Construction Department (LDC). If problems arise with the facility during an event weekend, the Assembly Hall event contact, assembly overseer, or Convention Committee coordinator should report their detailed observations to the Assembly Hall overseer.
3. **Assembly Hall Event Contact:** This brother is assigned to assist the Assembly Hall overseer with the operation and maintenance of the Assembly Hall during circuit assemblies and regional conventions. This will include accompanying circuit and convention oversight on their walk-through inspections.

4. **Assembly Hall Technical Contact:** This role involves the technical support of audio/video and broadcast streaming for theocratic events. He will assist the circuit and convention Audio/Video Department with their preparations of audio and video recordings provided by the branch office.

5. **Contract Representative:** The contract representative is appointed by the branch office and receives direction from the Convention and Assembly Desk in the Service Department. The role of the contract representative for an Assembly Hall is primarily to coordinate and work in close cooperation with the Assembly Hall overseer and Convention Committees in the completion and implementation of the standard operating plan for circuit assemblies and regional conventions.

6. **Rooming Coordinator:** This branch appointed role involves the coordination of those assigned to assist or serve as rooming overseers in hotel negotiations. This includes securing a sufficient amount of rooms for each theocratic event and the preparation and distribution of the Rooming List. It will be necessary to submit the appropriate room usage reports to the Convention and Assembly Desk.

**Note for items 1-5 above:** Any of the above oversight with the following badge has unrestricted access to all areas [Inside or Outside] of the Fremont Assembly Hall via any door at any time.



# ASSEMBLY HALL DIAGRAMS

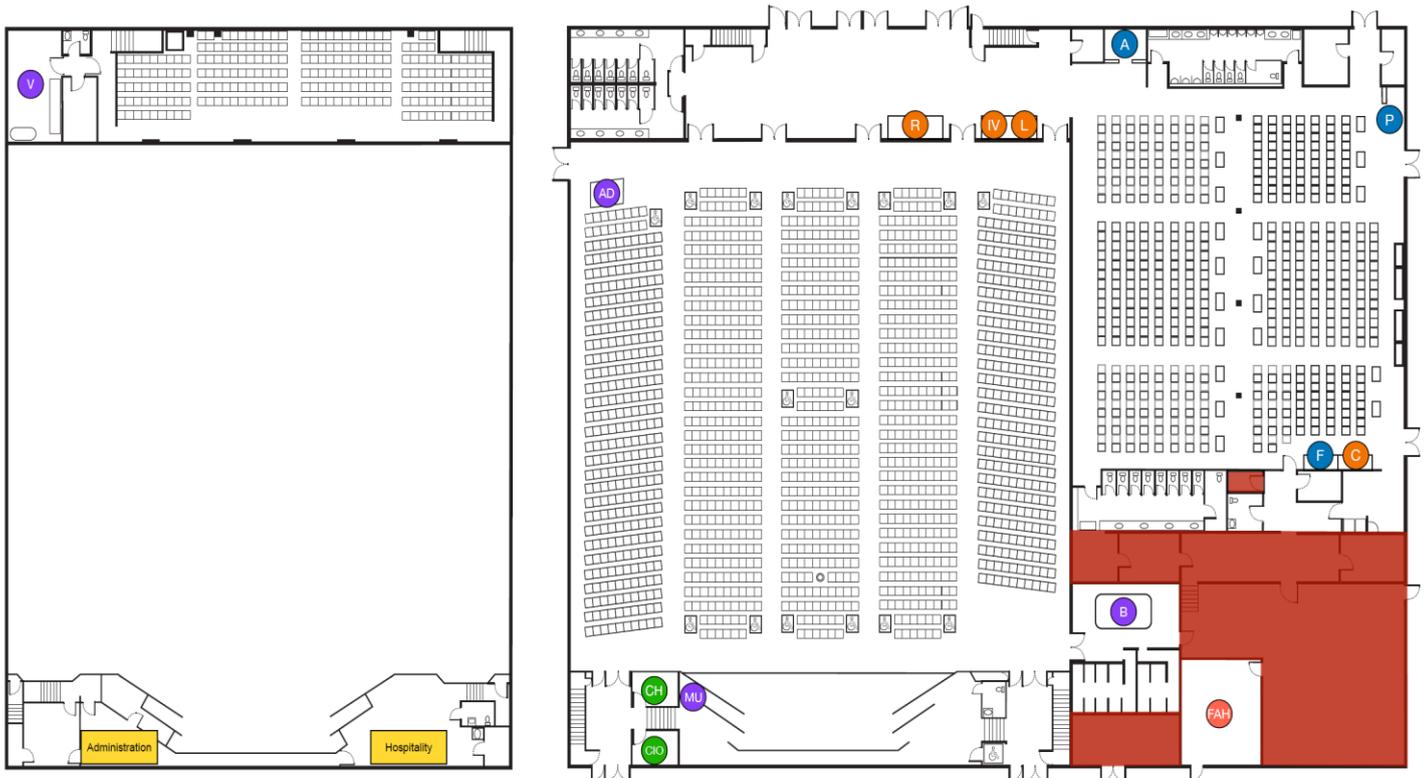
7. Diagrams of the facility with specific department, meeting, baby care, bathroom, and office locations for circuit and regional events should be indicate.

## REGIONAL CONVENTION: Departments – ALL LANGUAGES

### REGIONAL CONVENTION - [Department Facility Layout](#)

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



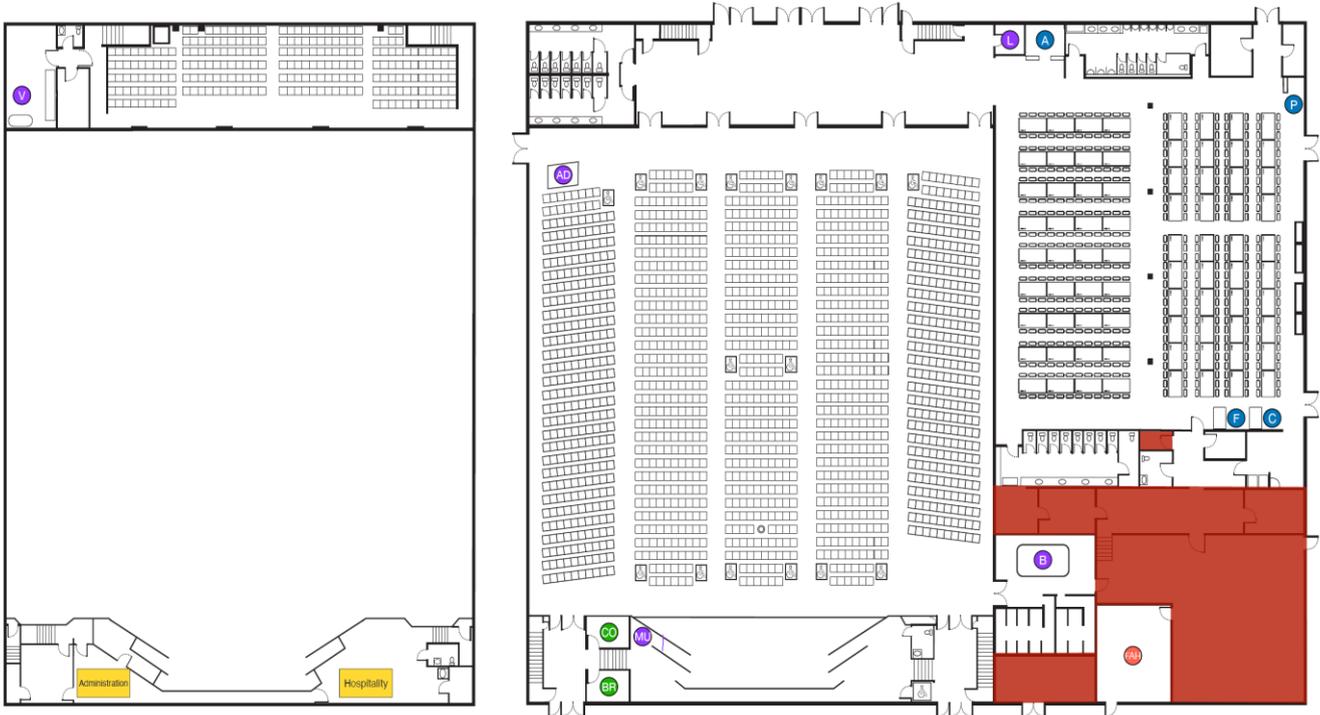
Legend				
Rooming Desk	Baptism	Attendants	Chairman	Off Limits - DO NOT ENTER
Info & Volunteer Service	Audio	Parking Desk	Check In Office	Fremont Assembly Hall Office
Lost & Found	Video	First Aid Desk		
Cleaning Desk	Make Up			

# CIRCUIT ASSEMBLIES: Departments – ALL LANGUAGES

## CIRCUIT EVENT - Department Layout

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



### Legend

- |                                 |   |                                  |
|---------------------------------|---|----------------------------------|
| <b>A</b> Attendants             | <b>B</b> Baptism                        | <b>Off Limits - DO NOT ENTER</b> |
| <b>C</b> Cleaning               | <b>D</b> Audio                          |                                  |
| <b>E</b> First Aid              | <b>V</b> Video                          |                                  |
| <b>P</b> Parking                | <b>MU</b> Make Up                       |                                  |
| <b>CO</b> Circuit Overseer      | <b>L</b> Lost & Found                   |                                  |
| <b>BR</b> Branch Representative | <b>FAH</b> Fremont Assembly Hall Office |                                  |

# DEPARTMENT DIRECTORY

8. A directory with contact information of those assigned as overseers for each event should be maintained and provided to key personnel.

## Department Directory - Regional Convention

- CC CONVENTION COMMITTEE OFFICE**  
 Convention Committee  
 NAME PHONE  
 Coordinator:  
 Committee Coordinator  
 Assistant:  
 Program Overseer:  
 Program Overseer Assistant:  
 Rooming Overseer:  
 Rooming Overseer Assistant:  
 Second Floor – Above Stage
- A ATTENDANT**  
**Attendant Line 2:**  
**Attendant Line 3:**  
 First Floor – Dining Room
- AD AUDIO/VIDEO**  
 Audio:  
 Platform:  
 Video:  
 Audio: First Floor – Main Auditorium  
 Video: Second Floor – Mezzanine
- B BAPTISM**  
**Baptism Line 2:**  
**Baptism Line 3:**  
 (Saturday @ 11:40 a.m.)  
 Reserved Seating: First Floor – Middle Front Row  
 Brothers: First Floor – By Baptism Pool  
 Sisters: First Floor – By Baptism Pool
- CH CHAIRMAN**  
 First Floor – By the Stage
- C CLEANING**  
**Cleaning Line 2:**  
**Cleaning Line 3:**  
 First Floor – Dining Room
- F FIRST AID**  
**First Aid Line 2:**  
**First Aid Line 3:**  
 First Floor – Dining Room

- IV INFORMATION/ VOLUNTEER SERVICE/ LOST & FOUND**  
 NAME PHONE  
 Info/Vol/Lost  
**Info/Vol/Lost Line 2:**  
**Info/Vol/Lost Line 3:**  
 First Floor – Lobby
- PID PUBLIC INFO DESK REPRESENTATIVE**  
 Second Floor – Mezzanine
- P PARKING**  
**Parking Line 2:**  
**Parking Line 3:**  
 First Floor Dining Room
- R ROOMING**  
**Rooming Line 2:**  
 First Floor – Lobby

- DISABLED/ WHEELCHAIR SEATING**  
 First Floor – Main Auditorium
- ELDERLY/INFIRM SEATING**  
 First Floor – Main Auditorium
- MAKEUP**  
 First Floor – Behind Stage
- NURSING MOTHERS**  
 First Floor – by Parking Desk

DEPARTMENT DIRECTORY

2025

# "PURE WORSHIP"

CONVENTION OF JEHOVAH'S WITNESSES



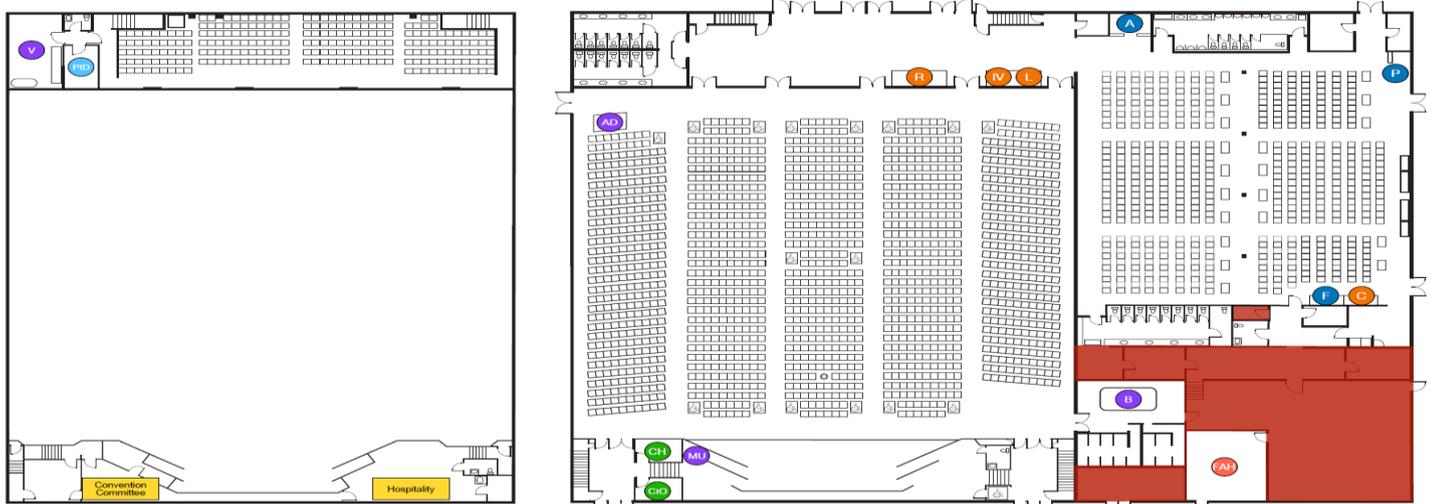

## ASSEMBLY HALL OF JEHOVAH'S WITNESSES

### FREMONT, CA

WEEK #

REGIONAL CONVENTION - [Department Facility Layout](#)  
 FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



Legend				
<b>R</b> Rooming Desk	<b>B</b> Baptism	<b>A</b> Attendants	<b>CH</b> Chairman	<b>PID</b> Public Info Desk Representative
<b>IV</b> Info & Volunteer Service	<b>AD</b> Audio	<b>P</b> Parking Desk	<b>CHC</b> Check In Office	<b>Off Limits - DO NOT ENTER</b>
<b>L</b> Lost & Found	<b>V</b> Video	<b>F</b> First Aid Desk		<b>FAH</b> Fremont Assembly Hall Office
<b>C</b> Cleaning Desk	<b>MLU</b> Make Up			

# Department Directory - Circuit Assembly - All Languages

CO	CIRCUIT ORGANIZATION	NAME	PHONE
	Circuit Overseer:		
	Assembly Overseer:		
	Assembly Overseer Assistant:		
	Rooming Overseer:		
A	<b>ATTENDANT</b>		
	Attendant Line 2:		
	Attendant Line 3:		
	First Floor – Dining Room		
AD	<b>AUDIO/VIDEO</b>		
	Audio:		
V	Platform:		
	Video:		
	Audio: First Floor – Main Auditorium		
	Video: Second Floor – Mezzanine		
B	<b>BAPTISM</b>		
	Baptism Line 2:		
	Baptism Line 3:		
	(Saturday @ 11:40 a.m.)		
	<b>Reserved Seating:</b> First Floor – Middle Front Row		
	<b>Brothers:</b> First Floor – By Baptism Pool		
	<b>Sisters:</b> First Floor – By Baptism Pool		
C	<b>CLEANING</b>		
	Cleaning Line 2:		
	Cleaning Line 3:		
	First Floor – Dining Room		
F	<b>FIRST AID</b>		
	First Aid Line 2:		
	First Aid Line 3:		
	First Floor – Dining Room		
L	<b>LOST &amp; FOUND / CHECKROOM</b>		
	First Floor – Lobby		
P	<b>PARKING</b>		
	Parking Line 2:		
	Parking Line 3:		
	Second Floor – Mezzanine		

**DISABLED/ WHEELCHAIR SEATING**  
First Floor – Main Auditorium

**ELDERLY/INFIRM SEATING**  
First Floor – Main Auditorium

**MAKEUP**  
First Floor – Behind Stage

**NURSING MOTHERS**  
First Floor – by Parking Desk

## DEPARTMENT DIRECTORY

# 2025-2026 "WORSHIP WITH SPIRIT AND TRUTH"

CIRCUIT ASSEMBLY OF JEHOVAH'S WITNESSES  
WITH CIRCUIT OVERSEER

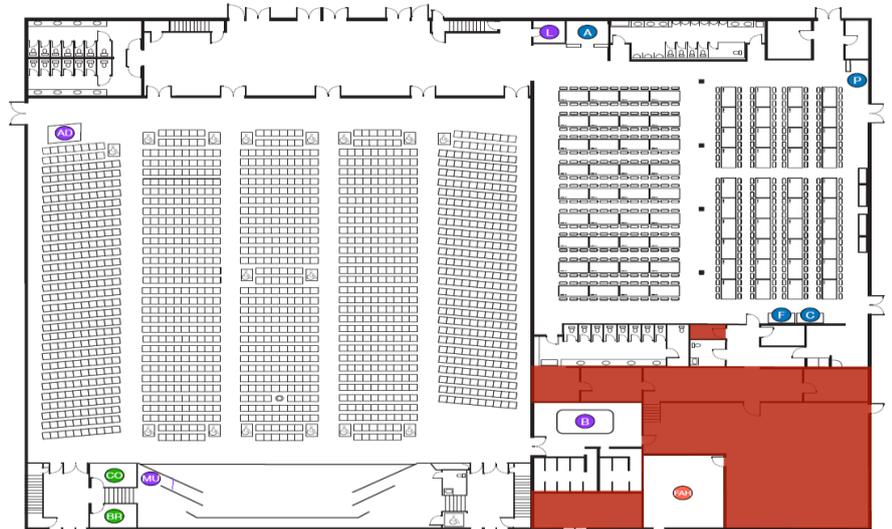
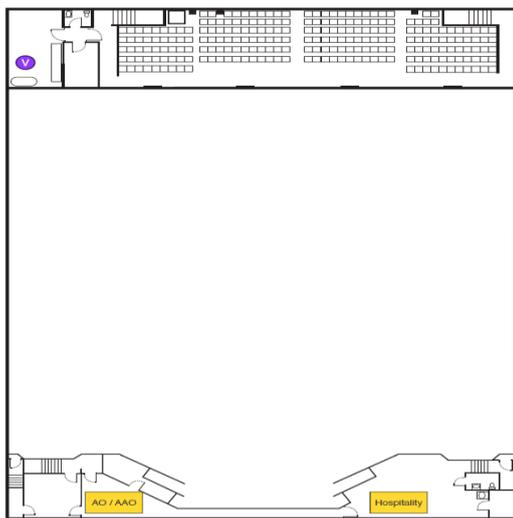


## ASSEMBLY HALL OF JEHOVAH'S WITNESSES FREMONT, CA

WEEK #

### CIRCUIT EVENT - Department Layout FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 04/01/2025)



#### Legend

- |                                 |   |   |
|---------------------------------|---|---|
| <b>A</b> Attendants             | <b>B</b> Baptism                        | <span style="background-color: red; color: red;">■</span> Off Limits - DO NOT ENTER |
| <b>C</b> Cleaning               | <b>AD</b> Audio                         |   |
| <b>F</b> First Aid              | <b>V</b> Video                          |   |
| <b>P</b> Parking                | <b>MU</b> Make Up                       |   |
| <b>CO</b> Circuit Overseer      | <b>L</b> Lost & Found                   |   |
| <b>BR</b> Branch Representative | <b>FAH</b> Fremont Assembly Hall Office |   |

**DEPARTMENT  
DIRECTORY**

**2025-2026**

**"TIENEN QUE ADORARLO  
CON ESPIRITU Y CON  
VERDAD"**

ASAMBLEA DE CIRCUITO  
DE LOS TESTIGOS DE JEHOVÁ  
CON EL SUPERINTENDENTE DE CIRCUITO



**ASSEMBLY HALL  
OF  
JEHOVAH'S WITNESSES  
FREMONT, CA**

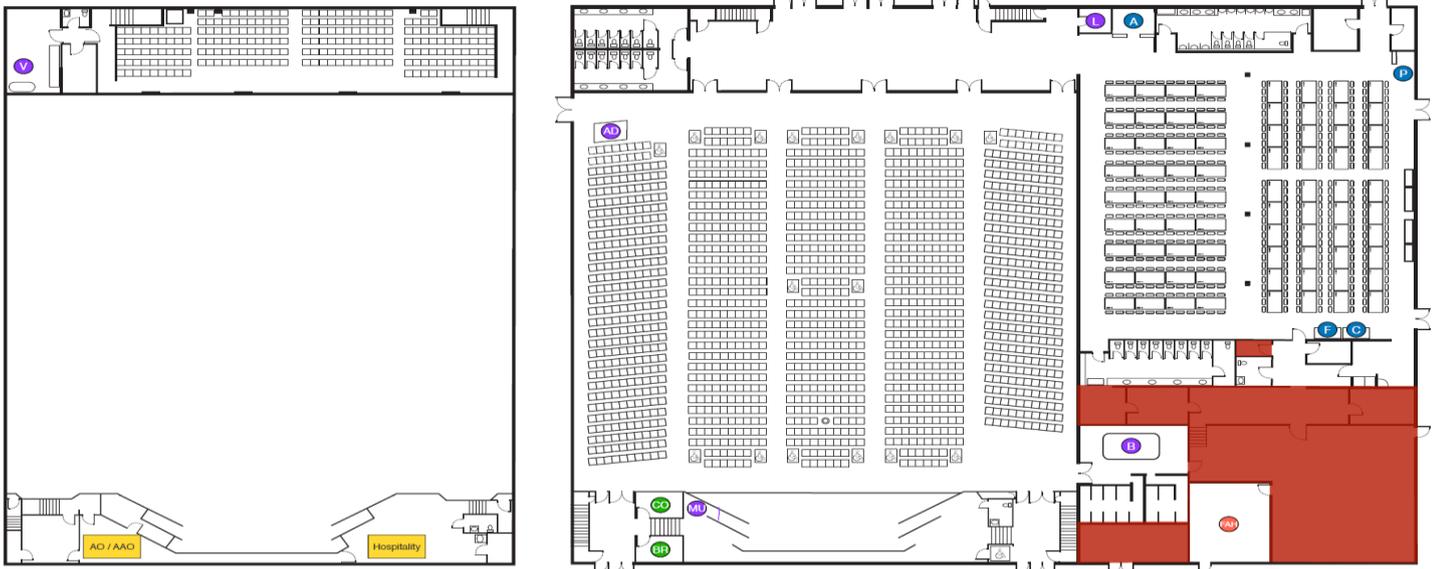
**WEEK #**

- |  | NAME  | PHONE |
|--|---|-------|
| <b>CO</b> <b>CIRCUIT ORGANIZATION</b>        |   |       |
|  | Circuit Overseer:                                       |       |
|  | Assembly Overseer:                                      |       |
|  | Assembly Overseer Assistant:                            |       |
|  | Rooming Overseer:                                       |       |
| <b>A</b> <b>ATTENDANT</b>                    |   |       |
|  | Attendant Line 2:                                       |       |
|  | Attendant Line 3:                                       |       |
|  | First Floor – Dining Room                               |       |
| <b>AD</b> <b>AUDIO/VIDEO</b>                 |   |       |
|  | Audio:  |       |
|  | Platform:   |       |
|  | Video:  |       |
|  | Audio: First Floor – Main Auditorium                    |       |
|  | Video: Second Floor – Mezzanine                         |       |
| <b>B</b> <b>BAPTISM</b>                      |   |       |
|  | Baptism Line 2:   |       |
|  | Baptism Line 3:   |       |
|  | (Saturday @ 11:40 a.m.)                                 |       |
|  | <b>Reserved Seating:</b> First Floor – Middle Front Row |       |
|  | <b>Brothers:</b> First Floor – By Baptism Pool          |       |
|  | <b>Sisters:</b> First Floor – By Baptism Pool           |       |
| <b>C</b> <b>CLEANING</b>                     |   |       |
|  | Cleaning Line 2:  |       |
|  | Cleaning Line 3:  |       |
|  | First Floor – Dining Room                               |       |
| <b>F</b> <b>FIRST AID</b>                    |   |       |
|  | First Aid Line 2:                                       |       |
|  | First Aid Line 3:                                       |       |
|  | First Floor – Dining Room                               |       |
| <b>L</b> <b>LOST &amp; FOUND / CHECKROOM</b> |   |       |
|  | First Floor – Lobby                                     |       |
| <b>P</b> <b>PARKING</b>                      |   |       |
|  | Parking Line 2:   |       |
|  | Parking Line 3:   |       |
|  | Second Floor – Mezzanine                                |       |

- DISABLED/ WHEELCHAIR SEATING**  
First Floor – Main Auditorium
- ELDERLY/ INFIRM SEATING**  
First Floor – Main Auditorium
- MAKEUP**  
First Floor – Behind Stage
- NURSING MOTHERS**  
First Floor – by Parking Desk

**CIRCUIT EVENT - Department Layout**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 04/01/2025)



Legend		
<b>A</b> Attendants	<b>B</b> Baptism	<span style="background-color: red; color: red;">■</span> Off Limits - DO NOT ENTER
<b>C</b> Cleaning	<b>AD</b> Audio	
<b>F</b> First Aid	<b>V</b> Video	
<b>P</b> Parking	<b>ML</b> Make Up	
<b>CO</b> Circuit Overseer	<b>L</b> Lost & Found	
<b>BR</b> Branch Representative	<b>FAH</b> Fremont Assembly Hall Office	

## **EQUIPMENT AND SUPPLIES**

9. The Assembly Hall will maintain the necessary amount of materials and supplies needed to operate the departments. This will include sufficient cleaning and bathroom supplies. If additional items are needed during an event, the Assembly Hall representative assigned should be contacted for replenishment. It is not necessary for the circuit or regional convention organization to maintain an inventory of the items provided by the Assembly Hall.

## **SAFETY**

10. The safety of those volunteering at and attending theocratic events should be a priority. The direction set out in *Working Together Safely* (DC-82), *Assembly Organization Guidelines* (S-330), and *Convention Organization Guidelines* (CO-1) will serve as the guidelines for safety.

## CHAPTER 2 ASSEMBLY HALL PROCEDURES

Procedure Checklist	1
Emergency Procedures	2-14
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Site Inspection	30-31

### PROCEDURES CHECKLIST

1. Included within this section will be direction pertaining to the opening and closing of the Assembly Hall, temperature control, pre-assembly or convention work, volunteer worker entrance, and reminders that are not already included in existing sections of the manual.

#### Procedures Checklist for Circuit Assemblies

- For circuit weeks, the Assembly Hall will invite congregations on a rotational basis to help with cleaning and general grounds maintenance.

#### Procedures Checklist for Circuit Assemblies and Regional Conventions

- Between 14 and 60 days before the Regional Convention season begins the first Convention Committee will need to coordinate with the Contract Representative and the Convention Equipment Pool-West Central warehouse, CEP-WC coordinator on a date to schedule the cleaning of the stored chairs.
- On Thursday, before regional conventions, departments and volunteers will be available for basic cleaning and light grounds maintenance assignments at the Assembly Hall. A crew of 25 to 30 volunteers should be recruited for the pre-convention cleaning work only, in addition to your cleaning department volunteers. The assembly hall North gate will open at 7:30 and the doors will open at 8:00 a.m. for the Convention Committee, First Aid, Safety coordinator and Attendants to meet with the AH Overseer / Event Contact and Contract Representative, to receive items (keys, trucking passes, lanyards, etc..) pertaining to the Convention. The doors will open at 8:30 a.m. for all other volunteers to have a Safety meeting and begin work. Each volunteer should have their convention badge to gain entrance through the early entry door. There will be no food service, and volunteers should be encouraged to bring a light lunch. Ingress activity, and all convention personnel, should complete their work by 3:00 p.m. for the facility to be closed in the evening. Convention Committee oversight should be on site until all departments have finished for the day.
- On Friday – Sunday, Assembly Hall personnel will open the main gate at 6:30 a.m. and the building for Assembly Overseers and Convention Committees at 7:00 a.m. Wait until the Event contact opens the early morning entrance door at 7:00 a.m. to come in each day.
- Volunteers who need early entrance should enter the building through the NE corner door next to the parking department. Two attendants should be positioned there from 7:00 to 7:45 a.m. each morning. **Do not keep the door open** at all times.
- Property damage caused by assembly or convention personnel or attendees should be reported on the *Incident Report (TO-5)*. The branch office prefers the online form on jw.org be used rather than a PDF. Please provide the Event Contact with a printed copy of the (TO-5) so the Assembly Hall oversight can follow up on any safety related repairs. (i.e. trip hazards). Thereafter the LDC will destroy the TO-5.
- Final Walkthrough: **Circuit Assemblies**-On Saturday and Sunday the Assembly Hall Event Contact will perform the final facility Site Inspection walkthrough with Circuit

oversight and the cleaning department. S-330 see Appendix B, 2:24; 6:3. **Regional Conventions-** On Sunday the Assembly Hall Event Contact–will perform the final facility Site Inspection walk thru with ALL three Convention Committee members along with the Assistants and the cleaning department on Sunday afternoon. CO-1 see Appendix B, 2:42-43, 62.

## EMERGENCY PROCEDURES

### AT A GLANCE GOALS AND PRINCIPLES OF THE EP...

**All Attendants and departments should be thoroughly familiar with this plan well in advance of the convention.** Carrying out emergency procedures should always be done in an orderly and loving manner. The calm demeanor of the attendants and how they give directions will do much to allay fears and anxiety among our brothers and sisters. During any waiting periods before an “all-clear” is sounded, maintaining a reassuring and patient attitude will also contribute much to the successful resumption of the program if possible.

The loving cooperation of all in following the direction outlined in this plan will assist everyone in attendance to be protected to the greatest extent possible from any threats to their safety and to experience any disruptions in the program in a way that is the least inconvenient in nature.

**NOTE: The CO-161 from the Branch provides the primary direction.**

2. The emergency and evacuation procedures should be reviewed with all the attendants and department overseers **prior to every event**. If any emergency service is contacted, those on-site responsible for the Assembly Hall should be notified immediately. Local emergency services will arrive, and the location should be cleared for access by ambulance personnel. In addition, please inform the Attendant and Parking departments so they can clear access to the SE Assembly Hall garage door entrance for emergency personnel to be directed inside via the warehouse and kitchen area to the first aid room.

3. During any emergency, a megaphone and a large flashlight will be accessible behind the platform in the event the lighting or sound system fails. There are two (2) megaphones, and the large flashlights will be under the care of the Platform Department. The megaphone should be tested at the start of each event before the doors open to ensure it is operating correctly. It will be put away each night, in the offices by the stage, and placed behind the stage each morning. Also, each attendant should bring a personal flashlight for use in the event of an emergency.

4. **Evacuation Process – Before, During or After Session:** The assembly overseer or the Convention Committee coordinator will make the decision to evacuate the facility in conjunction with others, such as the event contact personnel, the police, or the fire department. (At assemblies, the circuit overseer should be consulted when making this decision, if possible.) The circuit overseer or convention chairman should be quickly informed of the decision to evacuate. Each member of the Emergency Response Team (ERT) and his assistant, the safety coordinator and his assistant(s), and the first aid overseer and his assistant should have a copy of the approved facility evacuation plan. The Convention and Assembly Desk in the Service Department should be notified as soon as possible. At a convention, the Public Information Department local spokesman should also be updated so he may communicate with his oversight. The Risk Incident Report (TO-5) should be completed by the Convention Committee.

The evacuation announcement should come from the platform. In the event the facility sound system is unavailable, the announcement should be made using a megaphone, which is located near the stage. The megaphone should be tested at the start of the event before the doors open to ensure it is operating correctly.

All Departments within Fremont Assembly Hall, including First Aid need to vacate in case of emergency.

**Note For All Events:** In the event that the Fire Alarms are activated, the on-site Assembly Hall Personnel will meet the emergency services Personnel at the Fire Alarm panel at the Southwest corner of the Assembly Hall by the Branch Rep office. Once the **Fire Alarms are activated and you hear the automated annunciator, a complete evacuation of the facility is mandatory** until the emergency Personnel provides all clear. All attendants must **act immediately without waiting for direction** from Emergency Response Team (ERT), Convention Committee, Circuit organization or Convention Chairman, Circuit Overseer. Attendants **must not look to the stage** for any announcements; they must follow the direction of the annunciator and direct all evacuees to the designated staging areas. The last attendants must sweep their designated area to confirm that all have evacuated before exiting

5. **Re-Entry Process – Back Into Venue:** Once the local authorities (first responders), the Assembly Hall overseer (Event Contact), and the circuit overseer and assembly overseer (at assemblies) or the Convention Committee coordinator (at conventions) have given approval for reentry, the attendant overseer will direct the attendants at the assembly point(s) to direct attendees to re-enter the building and take their seats. The Convention and Assembly Desk in the Service Department should be informed upon reentry.

6. **Fire Alarms:** If the Fire Alarms are activated, the on-site Assembly Hall Personnel will meet the emergency services Personnel at the Fire Alarm panel at the Southwest corner of the Assembly Hall by the Branch Rep office. Once the **Fire Alarms are activated and you hear the automated annunciator, a complete evacuation of the facility is mandatory** until the emergency Personnel provides all clear. All attendants must **act immediately without waiting for direction** from the Convention Committee or Circuit oversight. Attendants **must not look to the stage** for any announcements; they must follow the direction of the annunciator and direct all evacuees to the designated staging areas. The last attendants must sweep their designated area to confirm that all have evacuated before exiting.

7. **Earthquake / Bomb Threat Announcement:** “May we have your attention, please? May we have your attention, please?” [PAUSE] “We are evacuating the building at this time. Do not rush. The attendants will now direct you to follow the emergency routes out of the building. If you do not have your children with you at this time, wherever they are, the attendants are trained to take care of them and direct them to the proper exit door.” “Please follow the direction of the attendants” [PAUSE] REPEAT THE ANNOUNCEMENT.

8. **Power Outage Announcement:** “May we have your attention, please? We are experiencing a temporary power outage. Please remain in your seat until further instructions are provided. The session will continue with our backup power generator in operation. Thank you for your patience in this matter.”

**Note for (Circuit Assembly):** In the event of a total power outage, the event contact will be in touch with PG&E to assess the length of the outage. Since the backup power generator cannot operate the HVAC system during a power outage, the event contact will work with the Circuit oversight to determine whether the Assembly will continue.

**Note for (Regional Convention):** In the event of a total power outage, the event contact will be in touch with PG&E to assess the length of the outage. Since the backup power generator cannot operate the HVAC system during a power outage, the event contact will work with the Convention Committee, who will work with the Branch for final determination.

9. **Shelter in Place Announcement when emergency authorities have required it:** “May we have your attention, please? May we have your attention, please?” [PAUSE] “We have been asked by emergency authorities to shelter in place. We ask that you follow the direction of the Attendants and not leave the Assembly Hall building. We will provide you with further direction as we are informed. Thank you for your patience in this matter.”

**Note for (Circuit Assembly):** In the event of a Shelter in Place, the Attendant Overseer will confirm that all outside attendants and parking personnel are informed to come inside the facility and that all entrance doors are closed and locked. He will work with the Circuit oversight to confirm that all are inside the facility. Circuit oversight will work with the Event Contact on duty to confirm when all is safe and clear.

**Note for (Regional Convention):** In the event of a Shelter in Place, the Attendant Overseer will confirm that all outside attendants and parking personnel are informed to come inside the facility and that all entrance doors are closed and locked. He will work with the Convention Committee coordinator to confirm that all are inside the facility. The Convention Committee will work with the Branch in providing information.

The Committee will work with the Event Contact and the Police authorities to confirm when all is safe and clear.

10. **Active Shooter Announcement (active shooter is outside):** “May we have your attention, please? May we have your attention, please?” [PAUSE] “We have an emergency that requires that we shelter in place. We ask that you follow the Attendants' directions and not leave the Assembly Hall building. We will provide you with further direction as we are informed. Thank you for your patience in this matter.”

**Note for (Circuit Assembly):** In the event of an Active Shooter shelter in Place, the Attendant Overseer will confirm that all outside attendants and parking personnel are informed to come inside the facility and that all entrance doors are closed and locked. He will work with the Circuit oversight to confirm that all are inside the facility. The Attendants will ensure all attendees stay clear of the foyer area. Circuit oversight will work with the Event Contact on duty to confirm when all is safe and clear.

**Note for (Regional Convention):** In the event of an Active Shooter shelter in Place, the Attendant Overseer will confirm that all outside attendants and parking personnel are informed to come inside the facility and that all entrance doors are closed and locked. He will work with the Convention Committee coordinator to confirm that all are inside the facility. The Attendants will ensure all attendees stay clear of the foyer area. The Convention Committee will work with the Branch in providing information. The Committee will work with the Event Contact and the Police authorities to confirm when all is safe and clear.

11. **Active Shooter Announcement (active shooter is inside):** All attendants must **act immediately without waiting for direction** from the Convention Committee or Circuit oversight. Attendants **must not look to the stage** for announcements; they must begin evacuating and direct all evacuees to the designated staging areas.

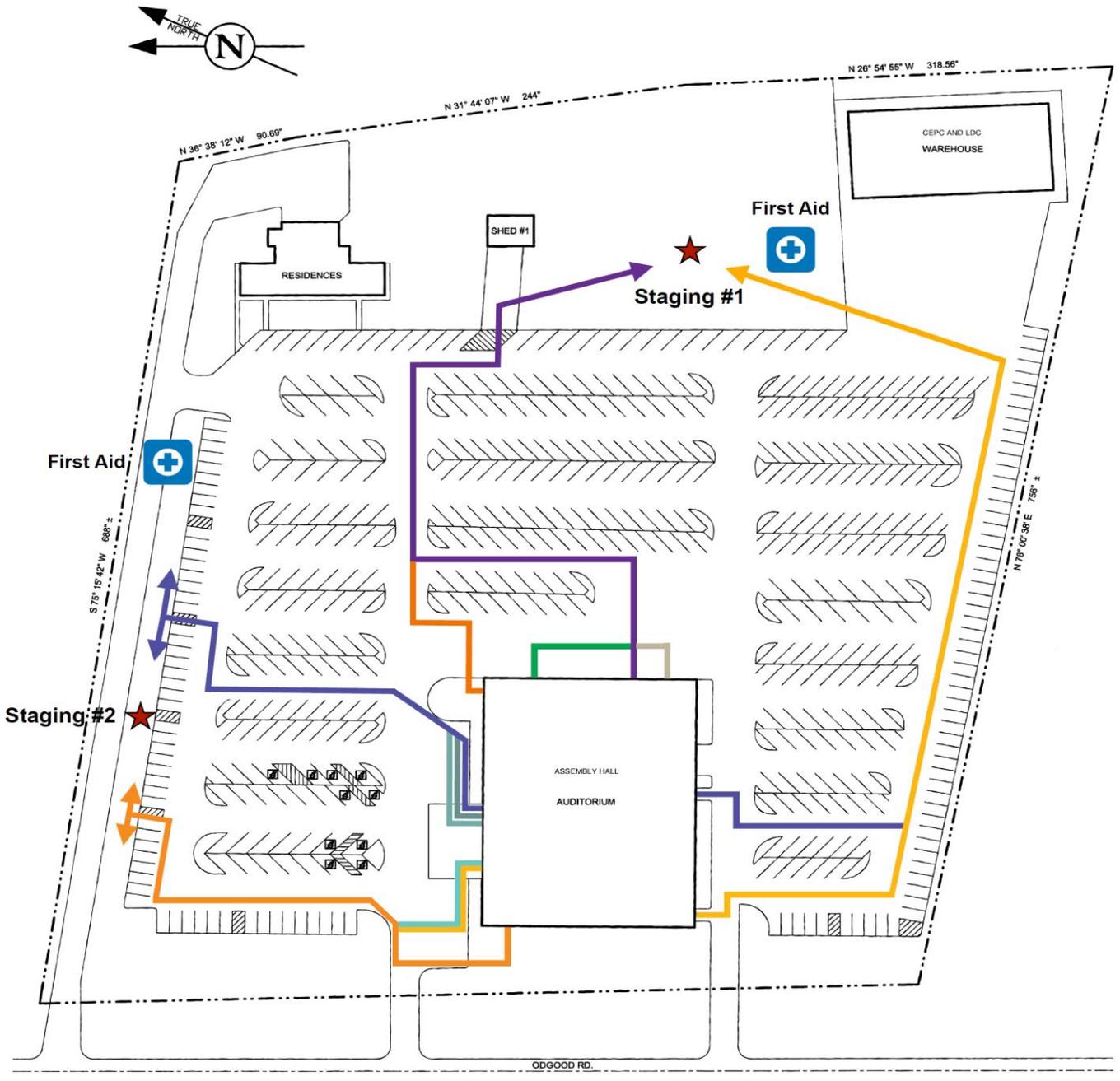
12. **HVAC System Roof Access:** The HVAC system roof access is from the Assembly Hall shop area. Access is limited to only Fremont Assembly Hall authorized personnel. The roof latch is in the lock position when closed. In addition, it has a combination lock that the Event Contact has the code in case of an emergency.

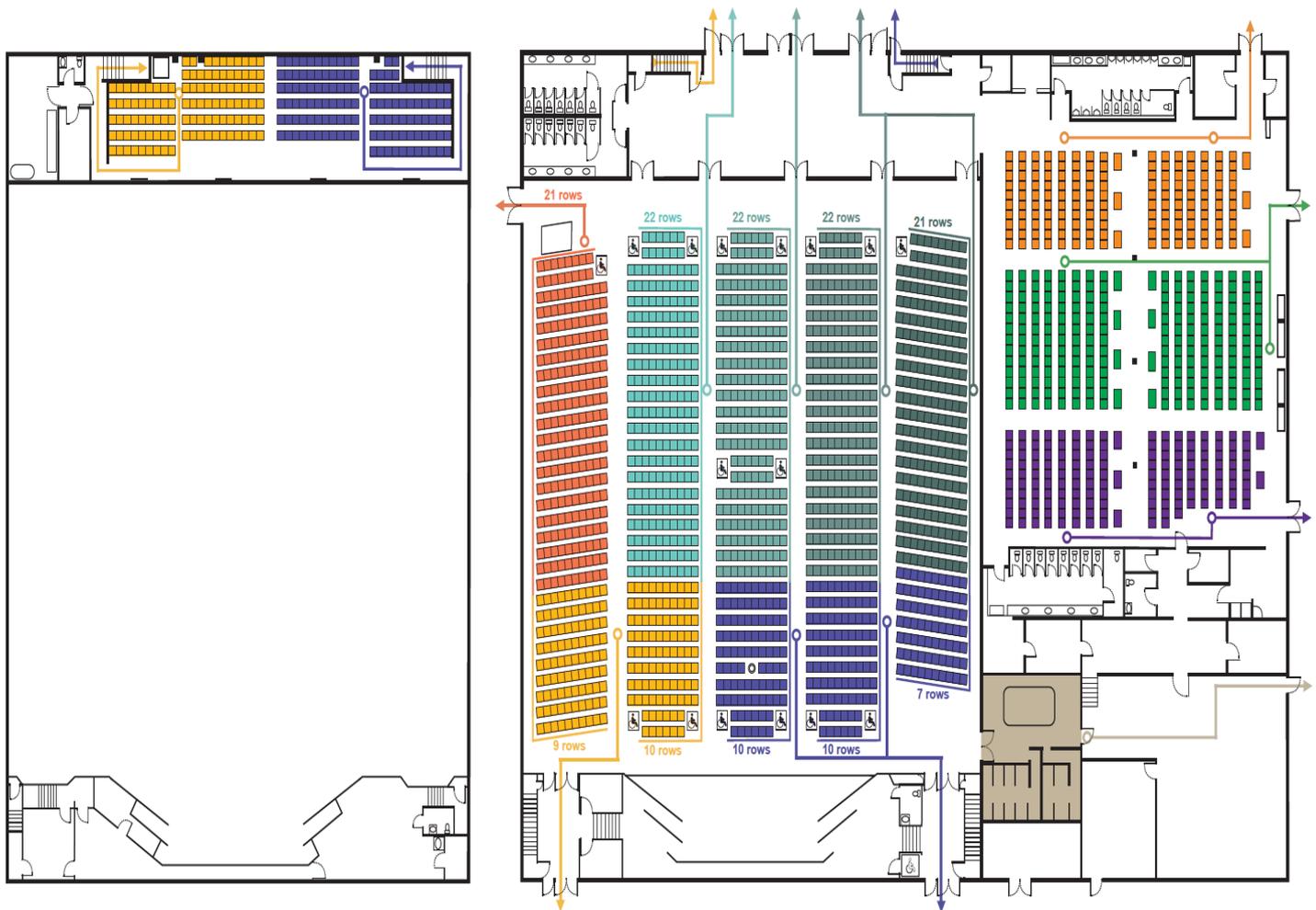
13. Please follow the established emergency preparedness plan if the building needs to be evacuated to protect the attendees.

# FREMONT ASSEMBLY HALL - Evacuation Staging Area

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 03/20/2025)





14. Emergency announcements found in the emergency preparedness plan can also be found in the Assembly Hall office and the Chairman’s office. The attendants will wait for directions from the platform before evacuating their assigned section. (unless **Fire Alarms are activated, and you hear the automated annunciator, a complete evacuation of the facility is mandatory** until the emergency Personnel provides the all-clear. All attendants are to **act immediately without waiting for direction**). An area identified in the emergency plan may be designated for “shelter in place,” if applicable. The attendants should also be aware of the locations of the fire extinguishers and/or water hoses.

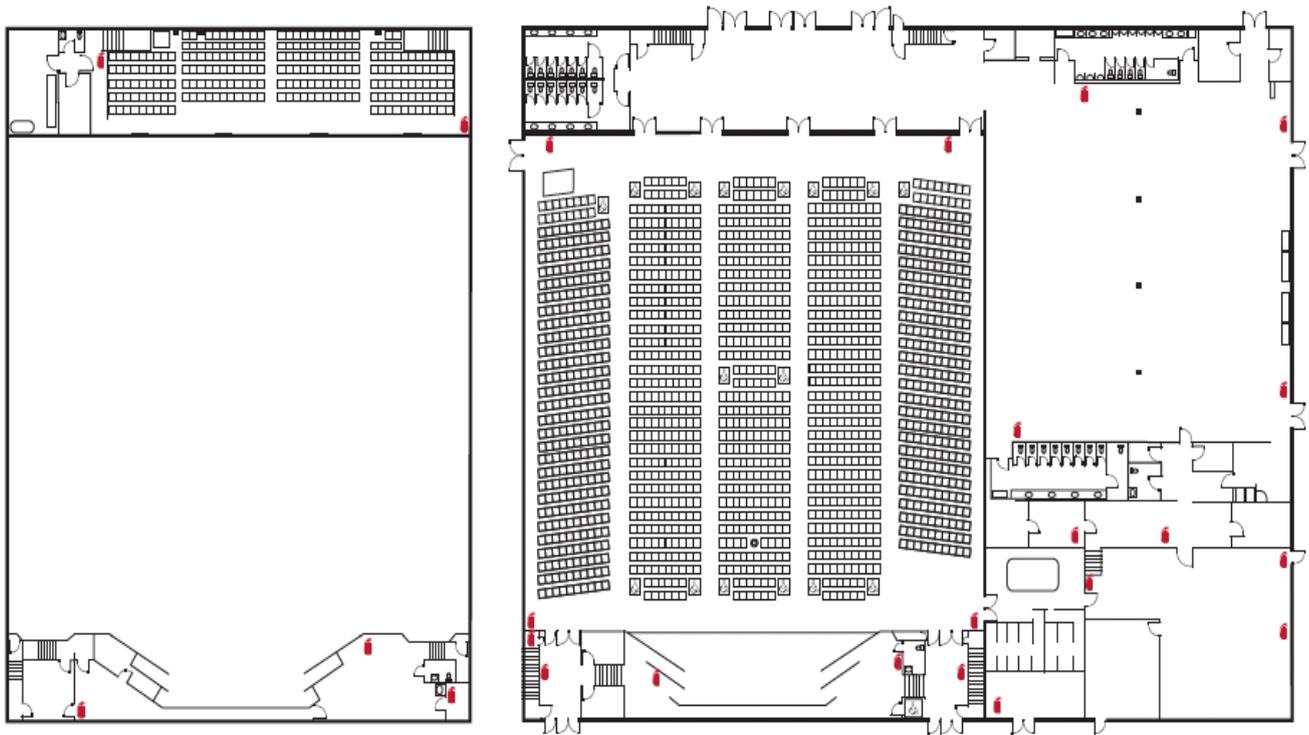
**Note Fire Extinguisher Locations:** There are four (4) basic steps for using modern portable fire extinguishers. The acronym **PASS** is used to describe these four basic steps.

- **Pull-Pin**  
Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the operator) This is to ensure the extinguisher works and also shows the operator how far the stream travels.
- **Aim**  
Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.

- **Squeeze**  
Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.
- **Sweep**  
Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for smoldering hot spots that could reignite the fuel.

**FREMONT ASSEMBLY HALL - Fire Extinguisher Locations**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



**BROADCASTING AND PRERECORDED PROGRAMS**

15. The World Headquarters Broadcasting Department (Broadcasting) selects which assemblies and conventions will be recorded for use on JW Stream. Circuits and Convention Committees will be notified in advance by Broadcasting of the events selected for recording. Close cooperation will be needed between Broadcasting, the Assembly Hall, and the Audio/Video Department to ensure a successful recording.

16. **Multilanguage Events and Prerecorded Programs:** A pregroup or group might desire to view a recording of a circuit assembly program held in the target language. A congregation might make a similar request if the circuit assembly to which it is assigned will not be presented in the language of the congregation. If a congregation requests approval (whether for itself or for a pregroup or group that it hosts) to view a recording of a circuit assembly program and the circuit overseer believes the request has merit, he should contact the Convention and Assembly Desk in the Service Department. (See S-330 5:1-4) Approvals should be forwarded to the Assembly Hall office by the circuit overseer to make arrangements for a room for viewing.

17. When approval is granted, prayers should be said locally. Qualified brothers should meet with the Assembly Hall event technical assistants to be trained in operating the local house sound system. Review Chapter 3 Audio/Video/Stage. When pre-recorded events are approved, they will be held in the Fremont Assembly Hall mezzanine room.

18. Contribution boxes can be provided for their use. Funds collected should be included with those collected in connection with the host circuit assembly.

19. **Recordings:** Branch offices provide video recordings of current assemblies and conventions in many languages for playback on JW Stream. However, if no recording is available on JW Stream, the Audio Department may make an audio or video recording of the program for use by those with limited circumstances. —S-330 3:34; CO-1 3:47.

## MEETINGS

20. **Preconvention and Circuit organization Meetings:** All circuits or Convention Committees who would like to hold a meeting for convention or circuit organization at the Assembly Hall should submit a request in writing well in advance of the desired day. These requests should be sent to [ahfremontca.us@bethel.jw.org](mailto:ahfremontca.us@bethel.jw.org). Any requests will be forwarded to the Assembly Scheduling Desk in the Service Department for review and approval.

21. **Special Meeting with Regular Pioneers:** The Assembly Hall can hold up to two (2) pioneer meetings simultaneously “with a maximum of 237 using the mezzanine”. All requests to hold a meeting with regular pioneers should be made in writing well in advance of the desired day. These requests should be sent to [ahfremontca.us@bethel.jw.org](mailto:ahfremontca.us@bethel.jw.org).

22. Those having oversight of these meetings should treat them as an additional assembly session, arranging for attendants to monitor doors and give directions, as well as cleaning before leaving the building. Please note that the program is only broadcast in the main auditorium. Those caring for assignments in the dining room, lobby or parking lot will not be able to hear the program. Helpful reminders for pioneer sessions are found below:

- **Attendants needed:** One (1) attendant for every 50 attendees. In addition, six (6) brothers needed entry/exit and lobby doors.
- **Attendants’ arrival time:** One and a half (1.5) hours before the start time
- **Audio/Video brothers needed:** A minimum of two (2) brothers.
- **Stage brothers needed:** A minimum of two (2) brothers.
- **Parking:** A minimum of seven (7) brothers, two (2) at the drop off / pick up area, two (2) will be at the north gate entrance and three (3) will park vehicles. When the program starts two (2) will be roving monitors in the parking lot and two (2) at the North gate.
- **Parking validation:** N/A
- **First Aid:** One (1) overseer / and one (1) licensed /certified healthcare professional.
- **Restrooms:** Each meeting should have 10 volunteers to clean the men’s, women’s, and the family lobby bathrooms.
- **For multiple events:** N/A
- **Cleaning:** At the conclusion of each meeting, thorough cleaning of all areas used by the circuit should be performed. Please have six (6) volunteers vacuum all areas used during the session. In addition, please clean both the men’s, women’s, and the family lobby bathrooms. Once the cleaning is complete, a brief walk-through should be done with the Assembly Hall event contact.

**Note For Circuits Requesting Use of Assembly Hall For Regular Pioneer Meeting:** The Assembly overseer is responsible for a Emergency Response Team (ERT), team to be in place to handle a walk-through and make sure that all the preventive steps are in place. If the AO, AAO or Attendant Overseer are Regular pioneers they will form the ERT team. If they are not, then the Fremont Assembly Hall Overseer will be part of the team with other brothers designated by the Assembly overseer from the Circuit using the Assembly Hall.

23. **Circuit Assembly/Regional Convention Auditorium Usage:** During an event where there is only one circuit/convention making use of the Assembly Hall, the building should be filled starting with the main auditorium, (For Circuit Assemblies) followed by the upstairs mezzanine after approval by Circuit Overseer, (For Conventions) followed by the Dining Auditorium, followed last by the upstairs mezzanine. If used, the mezzanine will need to be staffed by attendants as outlined in the Attendant plan. Care should be given that the main auditorium is near capacity before opening another auditorium.

24. **Circuit Elders' Meeting:** The assembly overseer can determine if a circuit elders' meeting should be held during the lunch period or following the program. In either case, the Assembly Hall mezzanine can be used.

25. **Closeout Meeting:** When ready for the closeout meeting call the Event Contact on duty to see where you will meet them, Please be sure to provide peak attendance, baptism count, attendant lanyards, all keys, and the signed-in/out key log. For convention closeout meetings call the Event Contact on duty to see where you will meet, this meeting will take place on the final day of your program at the Fremont Assembly Hall office. Please be sure to return all the facility keys, accounting supplies, Assembly Hall maintenance log, cleaning spill diagram, and attendant lanyards.

26. **Department Locations:** Each department has a dedicated location in the Assembly Hall (See 2023 *Department Directory*). Any tables, chairs, or other items moved throughout the facility should be returned at the conclusion of your program to their original location.

27. **Garage Parking:** N/A

28. **Morning Meeting (Circuit Assembly):** If necessary, the assembly overseer and his assistant will conduct a brief meeting at **07:15 a.m. at the front of the Auditorium**. We request that the affected department overseers and assistants be present for this meeting. If needed, the Assembly Hall event contact will answer questions and outline any adjustments or provide practical reminders.

29. **Move-In Meeting Thursday Ingress (Convention):** The Event contact will conduct a meeting with the Convention Committee and Assistants, Attendant, First Aid overseer and Safety brothers at 08:00 a.m. At 08:30 a.m. (or at another designated time) the door will open for all the other volunteers for a brief safety meeting to be conducted by the Convention Committee, in the main Auditorium in front of the stage. We request that the Convention Committee assistants and all department overseers and assistants be present for this meeting, if possible. If needed, the Assembly Hall overseer or his assistant may attend to answer questions and outline any adjustments or provide practical reminders. Thursday's end time for all move-in activities is 3:00 p.m.

## **SITE INSPECTION**

30. **Early Morning Entry/Closing of the Building:** One or two brothers should be assigned by the assembly overseer or Convention Committee coordinator to care for the opening and closing of the building for each event day.

**Note:** Ask Scott

31. **Final Site Inspection Walk-through:** The Assembly Hall overseer or one of his designated assistants will be on hand to conduct a thorough inspection at the conclusion of a circuit assembly or regional convention. Please call the Assembly Hall office when ready to perform a walk-through.

## CHAPTER 3 DEPARTMENT DETAILS

Accounts	1-2
Attendant	3-14
Audio/Video/Stage	15-18
Baptism	19
Cleaning	20-22
First Aid	23-32
Information and Volunteer Service	33
Lost & Found and Checkroom	34-35
Installation	36
Parking	37-38
Rooming	39-41

### ACCOUNTS

1. The brother assigned as the accounts overseer should be a well-qualified, trustworthy elder who is able to comprehend and follow detailed instructions.—See *Instructions for Circuit Accounting* (S-331) or *Instructions for Convention Accounting* (CO-63) depending on your event.
2. The procedures for collecting and depositing donations, as well as auditing of the accounts will be different for circuit and regional events. Specific details related to your location and event will be provided by the assembly overseer or Convention Committee coordinator in a separate document and should not be posted or distributed to others.

### ATTENDANT

#### AT A GLANCE:

- Recruiting – Each attendant must go through the Convention and Assembly Attendant Training Program. You may incorporate a shift schedule for all assignments.
- INTER-DEPARTMENTAL SUPPORT – Close cooperation with the Audio/Video, Baptism, Cleaning, First Aid, Installation, Lost & Found - Information and Volunteer Service, Parking Overseer and Safety Coordinator as well as the Convention Committee Overseer, Contract Representative, and Circuit organization will be involved.
- SAFETY – The safety of attendees is of utmost importance. Each attendant must be thoroughly familiar with the Emergency Preparedness Plan for the venue.

**NOTE: The CO-1, CO-23 and CO-161 from the Branch provides the primary direction.**

3. Well in advance of the assembly, the attendant overseer and his assistant(s) should meet to discuss the instructions in *Assembly Organization Guidelines* (S-330) or *Convention Organization Guidelines* (CO-1), and *Assembly Attendant Instructions* (S-176) or *Convention Attendant Instructions* (CO-23), depending on the event. They must become very familiar with any local facility requirements, including any potential security and safety

concerns. **Training should be provided prior to each event for all serving as attendants.**

4. **Locking Exterior Doors at Assembly Halls:** Similar to our security measures for Kingdom Halls, the exterior doors of Assembly Halls and rented facilities used for large gatherings should remain locked during the program. Attendants should be assigned to monitor the doors and allow entrance as needed. While many are already implementing this practice, this will unify all circuit assemblies and conventions. These adjustments aim to better protect attendees as we move deeper into “the last days.” (2 Tim. 3:1) If the building does not allow doors to be locked and easily opened from the inside, please keep attendants posted at the doors to maintain a high level of security.

5. **Communications:** Five [5] Motorola two-way radios will be provided for the Attendant Overseer and two key men for use during the event. They will need to be checked out from the Assembly Hall Office at the beginning of the day and checked in to the Assembly Hall Office at the end of each day to be recharged.

6. **Personnel:** Having a sufficient number of trained and qualified attendants is vital for the proper care and protection of those invited to eat at “the table of Jehovah.” (1 Cor. 10:21) As indicated in the *Attendant Organization Chart for Assembly Halls* that was provided in conjunction with the “Attendant Training Program,” some roles of the assistant overseers and the key men have been combined. There will need to be at least **104 for Circuit / 114 for Regional** for this assignment. You may want to have up to **10 to 20 additionally** trained and available to rotate in shifts so as not to tire out the brothers. Every location indicated below must be manned. In addition, you will need at least 12 sisters (four to six (4-6) for the drop-off of the elderly & infirm and six to eight (6-8) in the foyer entrance to assist elderly & infirm to their seats. Those brothers and sisters in the drop-off/pick-up must wear a hi-vis vest. For Department Organization see **APPENDIX C-** Attendant department organization sample for Assembly Halls.

Lanyards will be provided by the event contact to the attendant department oversight, either on move-in date of a Regional Convention or move-in date of a Circuit event or Special Theocratic event. The Attendant department must count all lanyards at the start and end of each event day. The Lanyards are **grouped in quantities of 10 and numbered in order. Please issue out in sequential order.** The department overseer will have these checked out to each attendant. At the end of the shift or day, attendants will check-in their lanyards back to the Attendant overseer. Please use the Attendant Lanyard Tracking Form to ensure all lanyards are properly accounted for and returned to the event contact. If you do not use the form provided, please submit your own printed record to confirm all lanyards have been assigned and returned. The Attendant Lanyard Tracking form or any self-generated tracking form **must be turned in at the end of the event day.** If there is a missing lanyard, the Circuit oversight or Convention Committee Coordinator is responsible for tracking it and returning it to the Fremont Assembly Hall overseer within one (1) week of the event.

**Note: Attendant Meeting (Convention)** The Friday morning Attendant meeting can be held at 7:15 a.m. in front of the auditorium.

**Note: Attendant Meeting (Circuit Event)** On the morning of the Assembly the attendant overseer will hold a meeting with all attendants before the doors are open to the public. The attendant meeting can be held at 7:15 a.m. in front of the auditorium.

**Note: Seating for Attendants:** Attendants assigned to the stage corridors, stairways, near fire extinguishers, and exit doors must use a folding chair in accordance with local fire regulations. (**Folding Chairs:** There are only 16 chairs available for your use, they are located in the storage closet across from Lost & Found they should not be used outside.) Fixed-leg seating can become a significant safety hazard in an emergency evacuation and should not be used.

**Note: Attendance Reporting (Convention):** The count time will be chosen by the Convention Committee and then shared with the Attendant Overseer. Convention Attendant Count Cards (CO-24) will be provided to the captains and keymen. A separate attendance figure should be obtained from those connected via JW Stream from the IT department. The two (2) attendance figures should be submitted. The total attendance will then be provided to the convention chairman and the Convention Committee Office.

**Note: Attendance Reporting (Circuit):** The count time will be determined by the circuit overseer. The attendant overseer should provide the attendance figure for each session to the assembly overseer and the circuit overseer so that an announcement can be made at the end of each session.

**Note: Move-Out Support:** ALL Lanyards are to be collected, and keys turned into the Convention Committee or Assembly Oversight at end of the last day of the event prior to leaving. Sufficient attendants should be on-site until the final walk through is completed.

**Note:** Regarding the mezzanine use, see CO-1, Chapter 3, par. 10 for Regional Conventions; S-330, Chapter 3, par. 9 for Circuit Assemblies.

**Assistant Attendant Overseer:** Seating

**Key Man:** Seating Sections

**Brothers Needed:** 47 For Regional Convention / 37 for Circuit Events

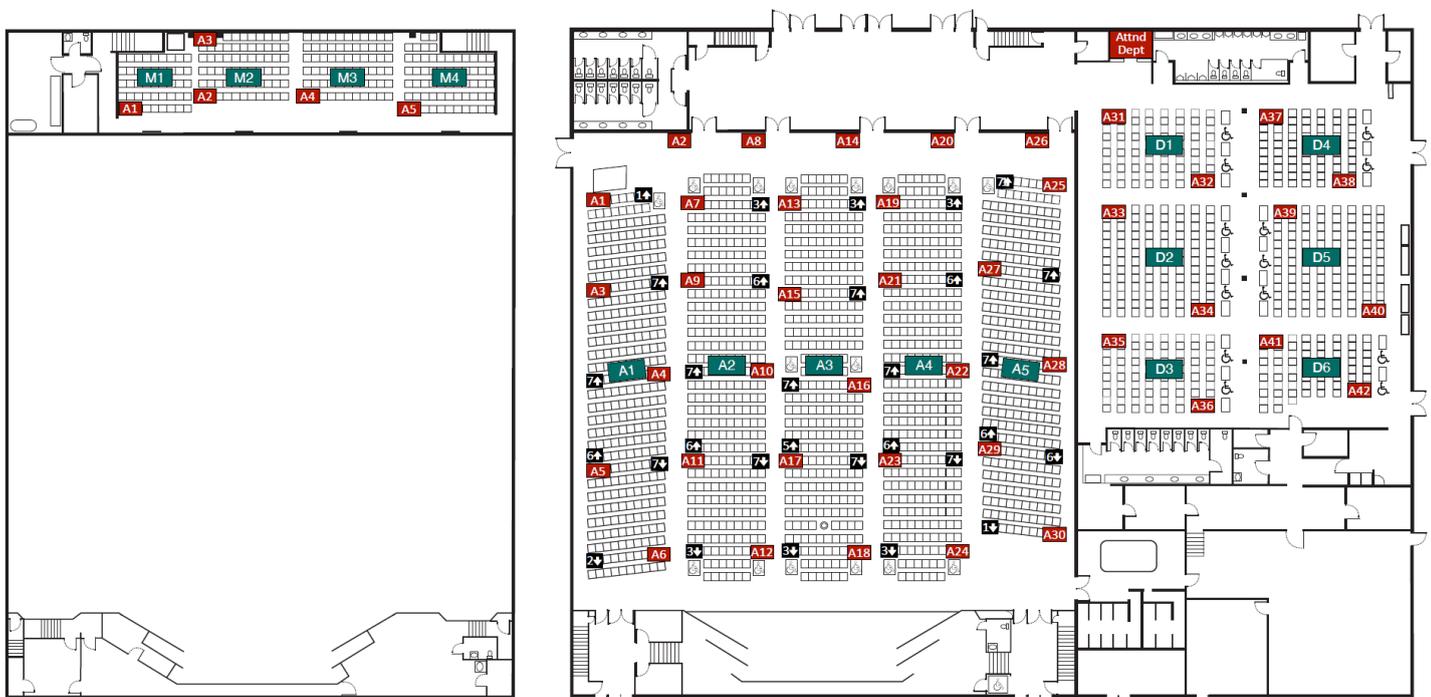
**Responsibilities:** Welcome and assist all with locating seats; removing possible slip/trip hazards; provide attendance count. Beginning at 7:45 am and until close, all attendants should be at their assigned locations. Well before the mezzanine is opened for general use, the attendants should be in their assigned locations. Seating attendants will stay alert to those bringing the elderly and infirm into the auditorium to find their seats. (Reference CO-1 Ch 3.6). The attendants and sisters assisting the elderly/infirm will follow the seating section attendants to find appropriate seating. They will also monitor available seats and work closely with other attendants in the same seating section. Please refer to the diagram below for the areas where those with wheelchairs and walkers may be seated.

**Note:** No one, including attendants and other volunteers, should save seats overnight or prior to the time when the doors to the building are opened each day. Attendants are to remove items from saved seats and turn them into Lost and Found department.

**Seating Sections- All Languages -Regional Convention**

REGIONAL CONVENTION - [Attendants Seating Sections](#)  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 05/01/2025)



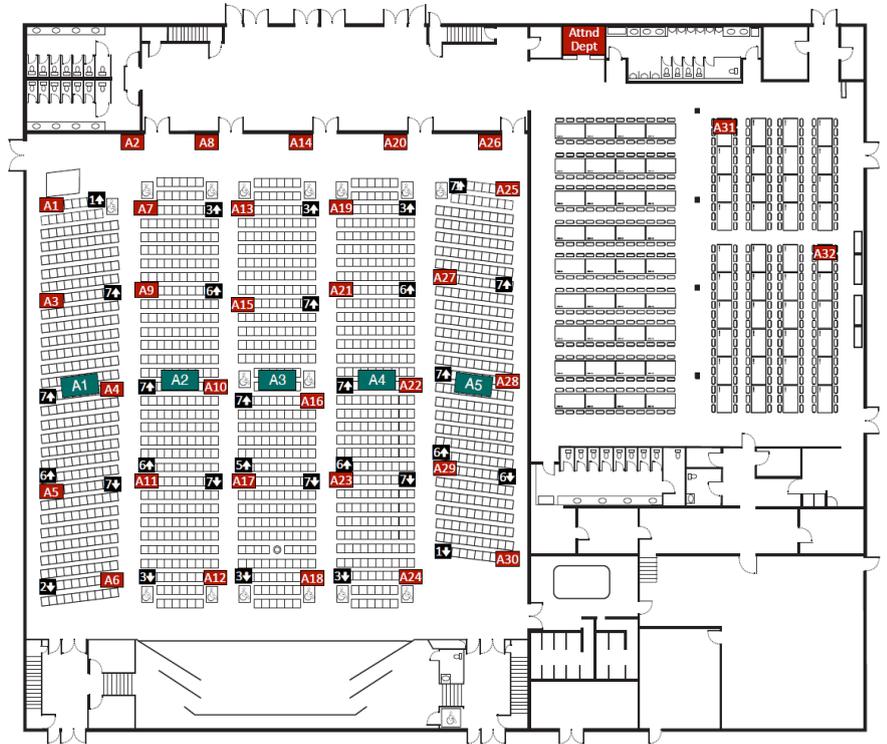
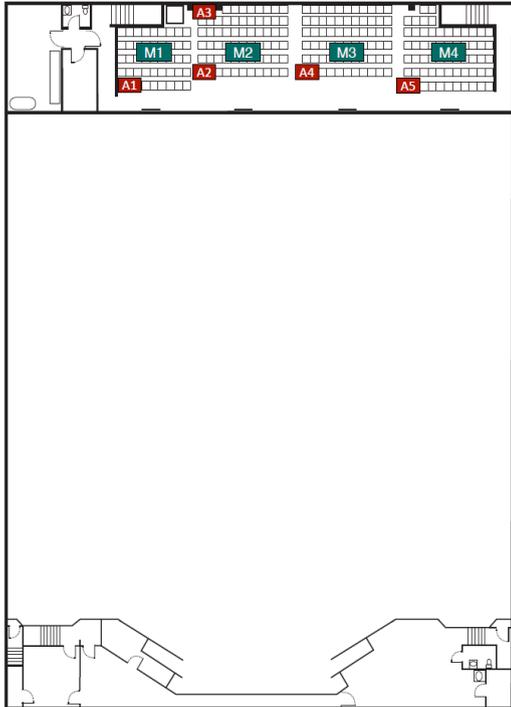
Legend	
	(47 volunteers)
	These positions must be manned at all times.
	These positions must be manned at all times if Mezzanine is being used.
	For A1 - A5 the numbers between attendants is the amount of rows between attendants.

# Seating Sections-All Languages- Circuit Assembly

## CIRCUIT EVENT - Attendants Seating Sections

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 05/01/2025)



### Legend

(37 volunteers)

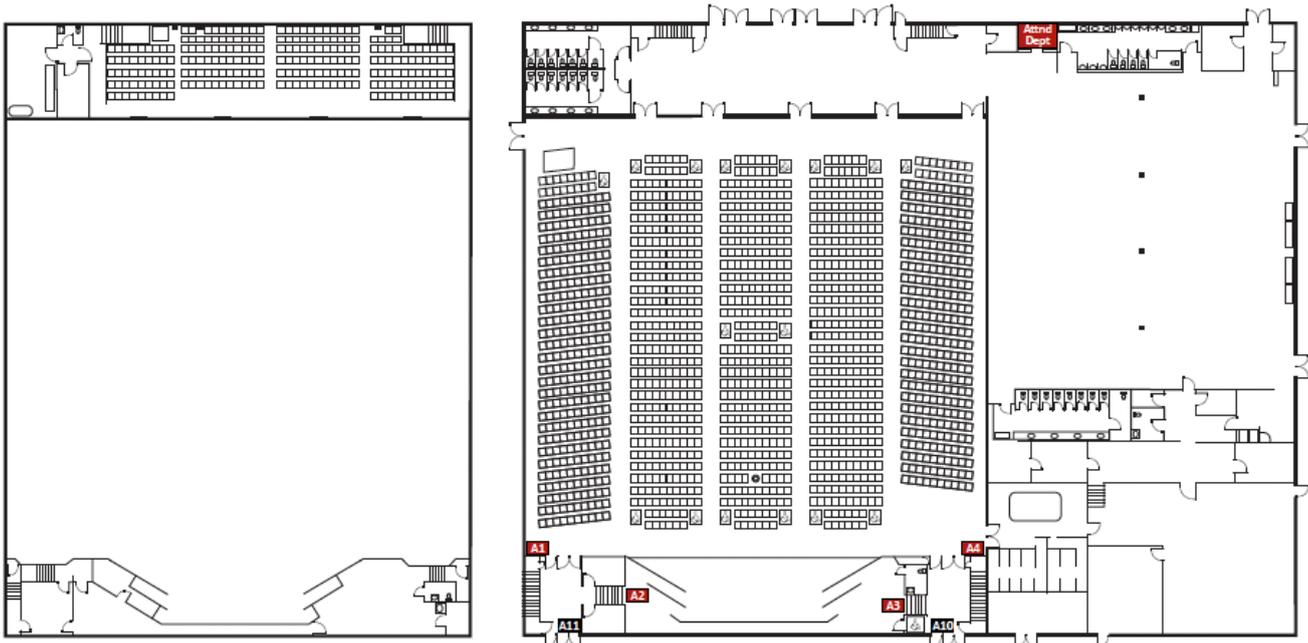
- 32 These positions must be manned at all times.
- 5 These positions must be manned at all times if Mezzanine is being used.
- 1 For A1 - A5 the numbers between attendants is the amount of rows between attendants.

**Assistant Attendant Overseer:** Seating

**Key Man:** Stage

**Brothers Needed:** 4

**Responsibilities:** Prevent unauthorized access to the stage by maintaining alertness to its immediate surroundings. Beginning at 7:45 am and until close, all four [4] attendants should be at their assigned locations. The brothers at A1 & A4 locations will be responsible for quickly responding to any disturbance in front of the stage. They will also limit access to the backstage areas to only approved individuals. Additionally, there will be two [2] attendants at A2 & A3 locations seated behind the stage to ensure that no one can access the stage from the stairs leading up to the stage. The back doors will remain locked during the session. **Although these doors will not be used to gain access to the building, delegates/oversight can still use any of these doors to exit the building.** The attendant at location A4 will ensure that no one accesses the pool when it's not in use each day by ensuring the door is locked.



Legend	
	(4 volunteers)
<b>4</b>	These positions must be manned at all times.
<b>2</b>	These positions must be manned at all times. <a href="#">See Attendants Main Doors, Gates, and Exits map.</a>

7. **Early Entry for Personnel -Regional and Circuit events:** The schedule for early entry is 7:00 to 7:45 a.m. at the NE corner door next to the Parking department – for Regional Conventions Friday, Saturday, and Sunday, and for Circuit Assemblies. Please have one attendant outside and one inside. Do not keep doors open for extended periods of time.

**Assistant Attendant Overseer:** Exterior/Interior

**Key Man:** Entrances/Exits & Parking

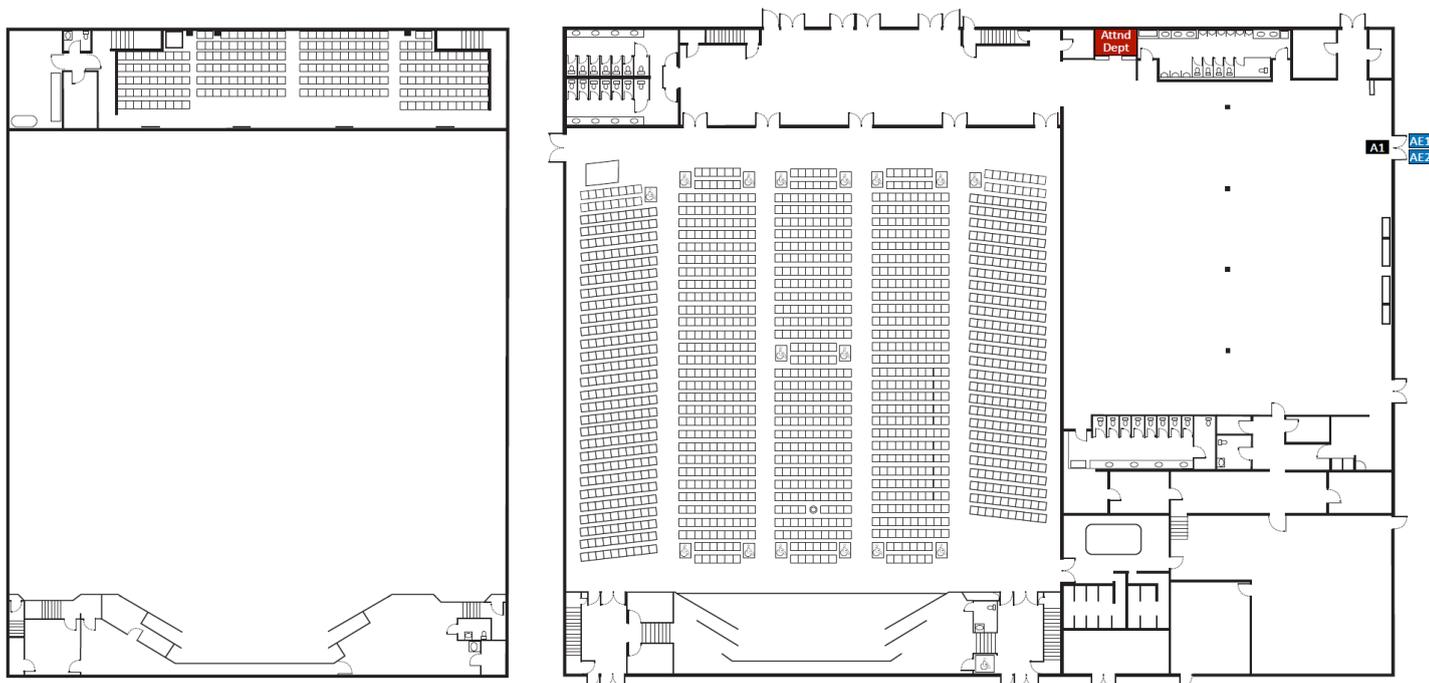
**Personnel Needed:** 2 Brothers

**Responsibilities:** Beginning at 7:00 AM, the entrance/exit at the Dining Room will be staffed by 2 attendants. Attendants will oversee access and control the flow of those entering to authorized personnel only (CO-1 ch 2.1). Well in advance, Department Overseers will provide a list of names of those entering the venue before 7:45 AM. After 7:45 AM, this position will be manned by 1 attendant. (See 1.8.2) While the attendants' meeting on the first day of the program is being held, two attendants will remain stationed at the early entry door. These brothers will have been briefed beforehand on the information presented during the Attendant meeting.

**FREMONT ASSEMBLY HALL - Attendants Early Morning Entrance**

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2025)



Legend	
(2 volunteers)	
<b>2</b>	This position must be manned from 7:00am - 7:45am ONLY.
<b>1</b>	This position must be manned at all times. See Attendants Main Doors, Gates, and Exits map.

8. **Elderly and Infirm:** Special care for the elderly and infirm ones is a priority. The main entry - left side ADA entry door is designated as the elderly and infirmed early access.

**Assistant Attendant Overseer:** Seating

**Key Man:** Elderly & Infirm

**Brothers Needed:** Two (2) brothers, along with six to eight (6-8) sisters (to assist in carrying items and assisting them to their seats).

**Responsibilities:** At 7:45 am, two attendants should be in position to assist the Elderly and Infirm Entrance along with sisters who will help with the handoff from the drop-off location. At 8:00 am, the Attendant Main Door brothers will physically open these doors and warmly welcome the elderly/infirm along with one (1) caregiver from 8:00 am – 8:15 am. During this time, these attendants and sisters will assist those dropped off and entering the lobby to find seats. At 8:15, the Elderly and Infirm entrance will be closed, and the attendants, along with the sisters, will shift to the general entrance. These Attendants and sisters will continue assisting any elderly and infirm into the auditorium. This assignment requires the use of brothers who are especially kind and helpful with our older and disabled brothers.

All Attendants and sisters should work with the Auditorium Seating Attendants and follow their directions.

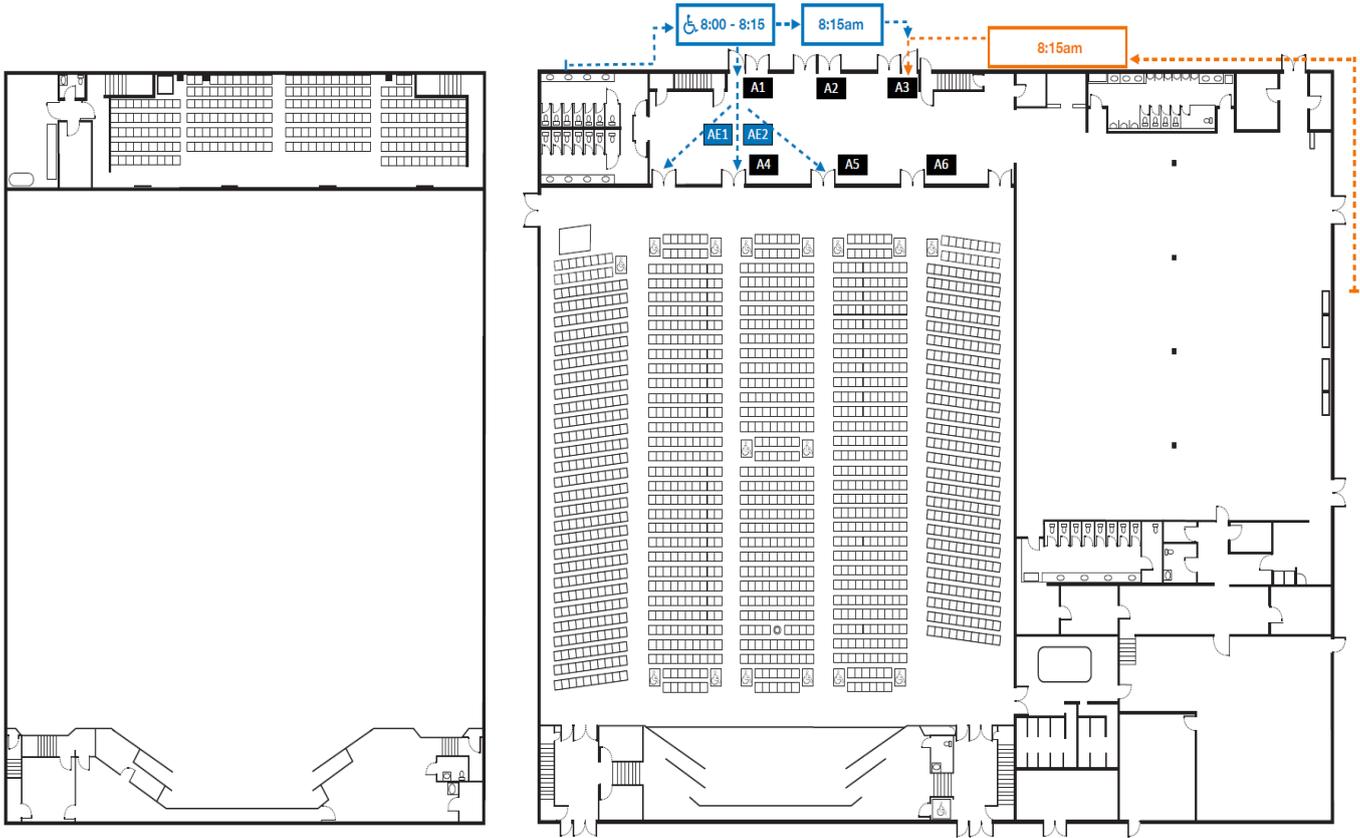
*Throughout the auditorium, there are wheelchair-accessible seating in the front and back rows of sections two [2] and four [4]. The front, middle, and back row of section three [3], along with the back row of sections one [1] and five [5], provide accessible seating. In addition, sections two through four have multiple ADA lift arm seats on each row end. (please review the locations before any event on the “Attendants Elderly/Infirm diagram.”)*

If this designated seating is completely occupied, additional mobility devices/vehicles can be arranged along the back row of each seating section, *not the back wall of auditorium*. Care should be taken to avoid grouping devices all in one place so as to create an evacuation hazard.

**FREMONT ASSEMBLY HALL - Attendants Elderly Infirm Entrance**

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 12/22/2024)



Legend	
(4 volunteers)	
<b>2</b>	These positions must be manned from <b>8:00am - 8:15am ONLY</b> . At <b>8:15am</b> these positions will shift to the general entrance side.
<b>6</b>	These positions must be manned at all times. <b>See Attendants Main Doors, Gates, and Exits map.</b>
(2 groups)	
□	(8:00am - 8:15am) Elderly/Infirm along with one caregiver.
□	(8:15am - Forward) All Regular Attendees and Elderly/Infirm.

**Drop-off Locations, Main Doors, Gates, and Exits:** See diagram as follows.

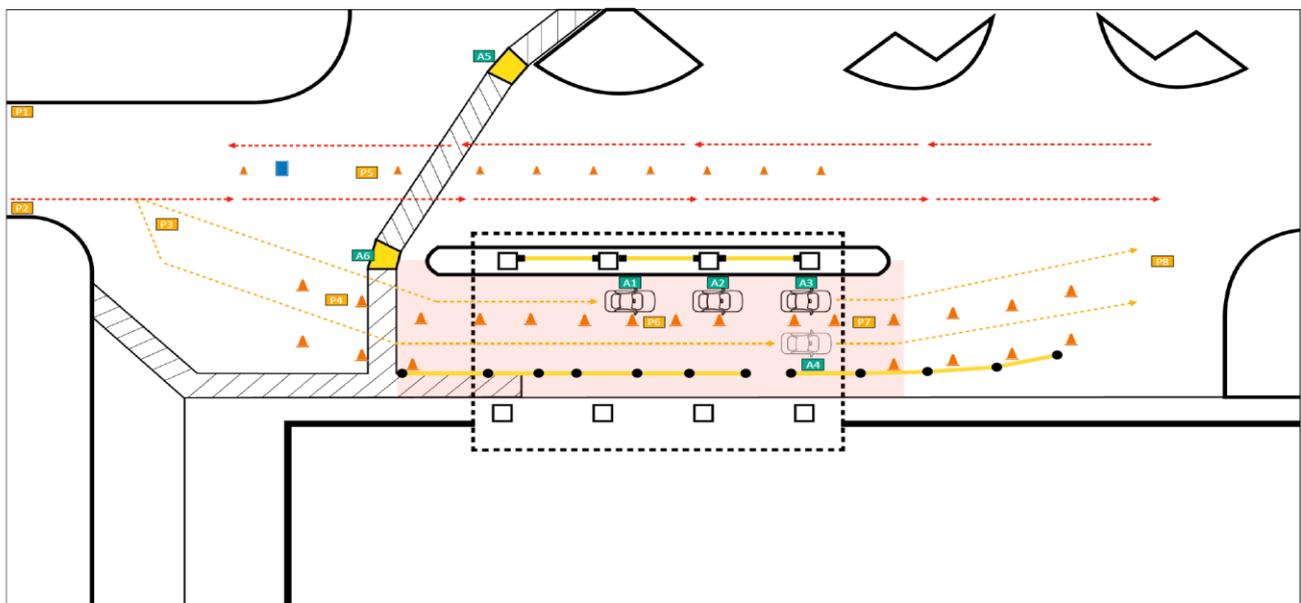
**Assistant Attendant Overseer:** Exterior/Interior

**Key Man:** Drop-off/Pick-up & Carport

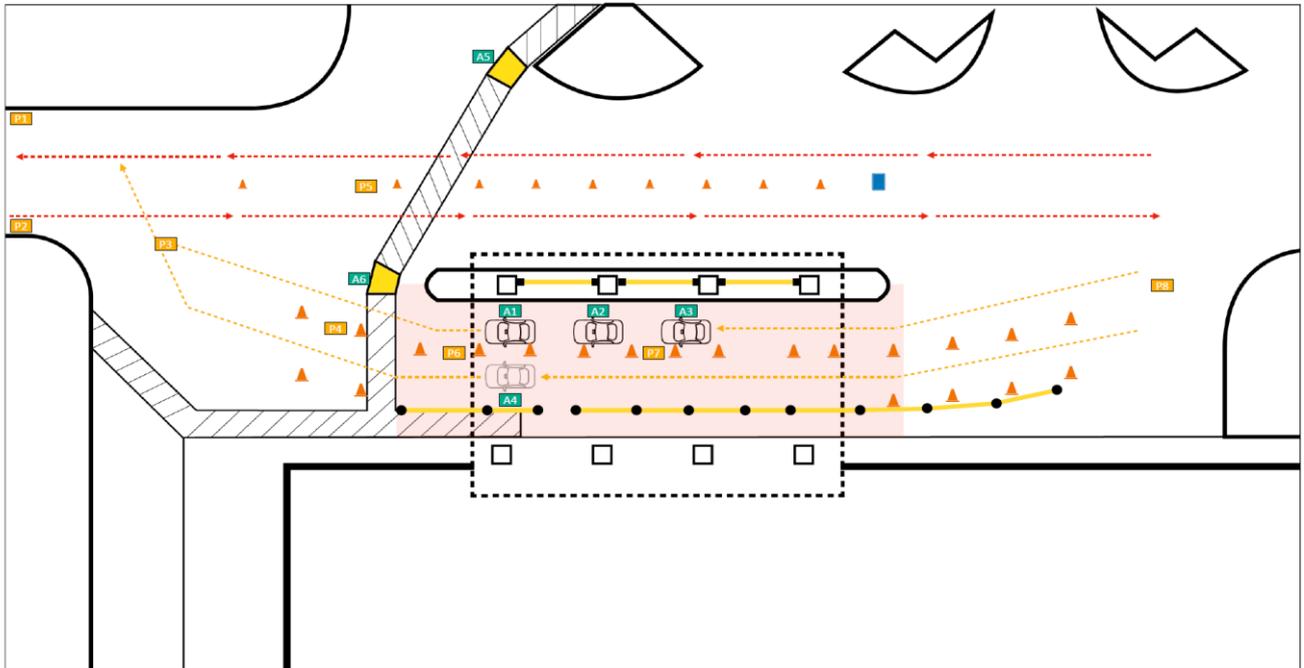
**Personnel Needed:** 10 to 12 Total volunteers (6 Brothers & 4 to 6 Sisters)

**Responsibilities:** The Parking Department and the Attendant Department must work very closely together in the Drop-Off/Pick-up locations. The Parking Department will ensure that the vehicles enter and exit drop-off/pick-up lanes safely. The Attendant Department will be responsible for the care of the attendees, from the loading area to the facility entrance. The drop-off is to be fully staffed until 30 minutes after the start of program and again from 30 minutes before the conclusion of the program each day. This assignment requires the use of brothers who are especially kind and helpful with our older and disabled brothers and sisters. Sisters may be used to provide loving assistance to the passengers both on ingress and egress. However, sisters should not be put in situations where they could be perceived as giving direction in the process, nor would they be issued an attendant lanyard. For this reason, carefully consider those selected to work in this area who show patience and understanding. Both brothers and sisters should wear Hi-Vis vest when on this assignment.

As vehicles enter the area, the parking attendant(s) should motion the driver to pull forward in the lane. Once a vehicle has safely stopped, the attendants can assist delegates out of their vehicle, help unload and set up wheelchairs and walkers, carry their bags as they are escorted to the facility entrance, and ensure there is a proper handoff to others in the facility who may assist them to their seat. Only the parking attendant will direct cars to leave the area safely. At all times, the areas immediately in front of the entrance doors should be maintained clear.



Legend	
(14 volunteers)	
<b>6</b>	These positions must be manned by Attendants before and after session. Remain 30 minutes into start of session and arrive 30 minutes before end of session.
<b>2</b>	Positions P1 - P2 must be manned by Parking Attendants at all times.
<b>6</b>	Positions P3 - P8 must be manned by Parking Attendants before and after session.



**Legend**

(14 volunteers)

- 6 These positions must be manned by Attendants before and after session. Remain 30 minutes into start of session and arrive 30 minutes before end of session.
- 2 Positions P1 - P2 must be manned by Parking Attendants at all times.
- 6 Positions P3 - P8 must be manned by Parking Attendants before and after session.

**Note:** Positions P3 & P5 work together to safely merge traffic to exit property.

**Assistant Attendant Overseer: Exterior/Interior**

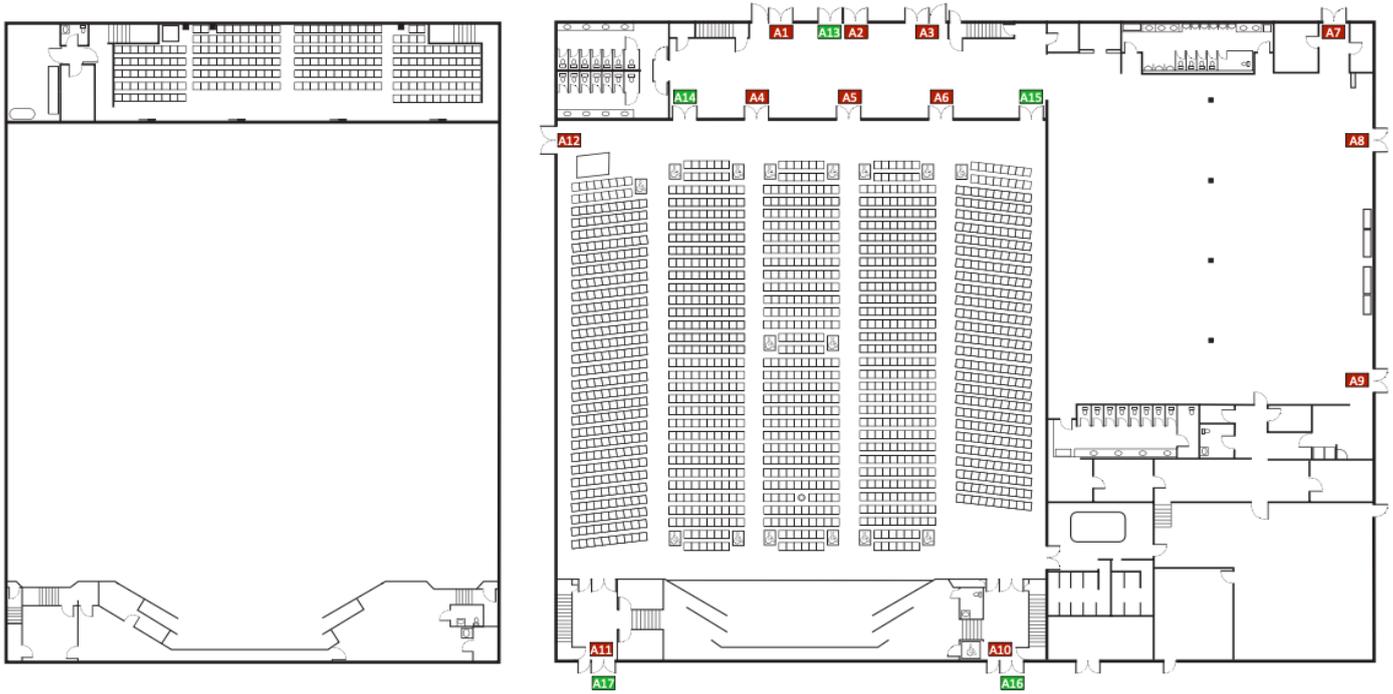
**Key Man: Entrances/Exits**

**Personnel Needed: 17 Brothers**

**Responsibilities:** Beginning at 7:00 am, the entrances will begin to be staffed. All attendants should be at their assigned locations at least 15 minutes before the doors are opened to the public. Entrance/Exit attendants will be responsible for controlling and securing the doors. They will also control the flow of those entering, ensuring that it is done at a controlled pace. These brothers will ensure an orderly entry, exit, and exit. Attendants in the lobby entrance should welcome the delegates to the convention when these doors open. No one should rush to the seating areas. To avoid this, a controlled pace for entering the facility is essential. Lobby attendants should NOT hold or prop, open the auditorium doors, or act as doormen. Allow the delegates to open the doors unless a disabled or elderly one needs assistance. The main entrance doors are the only point of entry into the facility. Therefore, attendants will not open other doors to allow delegates in. The back doors will remain locked during the session. 12 positions in red will always be staffed, while five [5] positions in green will be staffed before/after the session and during lunch. At all times, the areas immediately in front of the entrance doors should be maintained clear.

**FREMONT ASSEMBLY HALL - Attendants Main Doors, Gates, and Exits**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



Legend	
	(17 volunteers)
<b>12</b>	These positions must be manned at all times.
<b>5</b>	These positions must be manned before and after session, as well as during lunch.

**Assistant Attendant Overseer: Exterior/Interior**

**Key Man: Carport**

**Personnel Needed: 3 Brothers**

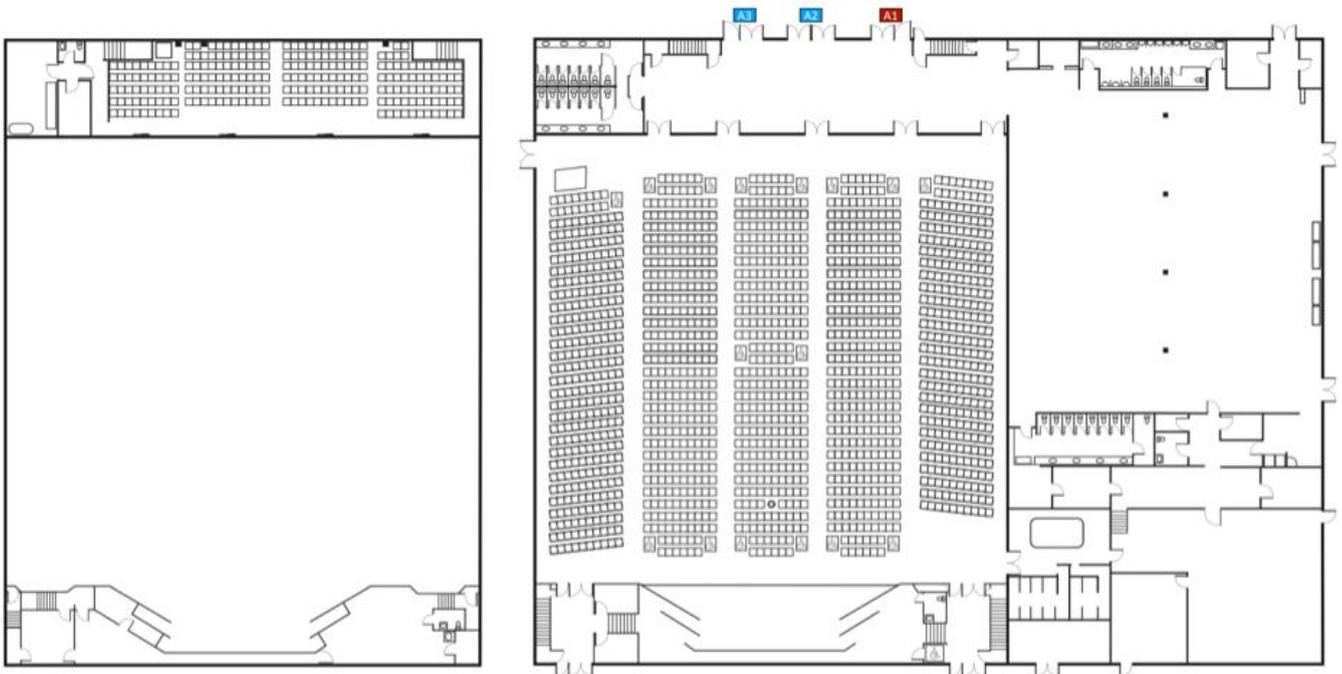
**Responsibilities:** Attendants control the flow of those entering. They will organize lines for entry at 8 AM and 8:15 AM. They will always ensure that the areas immediately in front of the entrance doors and where cars are moving in and out should be maintained clear. At 6:30 am, carport attendants should be in place. At 8:00 for elderly and infirmed entrance **A2** should shift over to **A3** to assist with those entering the elderly and infirmed door. At 8:15 for general entrance **A2** should shift over to **A1** to assist with those entering the main door.

**Outside Entry-**

**FREMONT ASSEMBLY HALL - Attendants Outside Entry**

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



Legend	
	(3 volunteers)
	These positions must be manned at all times.
	These positions must be manned before and after session, but not during lunch.

9. **Exterior Public Areas:** Attendants need to be especially attentive during the lunch hour to maintain order in these areas. Children may be inclined to run or play and may be a hazard to themselves and others. Maintaining order will provide a fine witness to those observing. This includes keeping all exits and entrances secured and monitored at all times.

**Assistant Attendant Overseer: Exterior/Interior**

**Key Man: Sidewalks**

**Personnel Needed: 8 Brothers**

**Responsibilities:** Positions in red must always be manned starting at 7:00 am. Positions in green are to be manned **before/after the session and during lunch**. These attendants must be walking the sides of the facility. They also will greet the arriving delegates and ensure that they leave in an orderly and safe manner.

**FREMONT ASSEMBLY HALL - Attendants Sidewalk**

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



**Legend**

(8 volunteers)

- 4 These positions must be manned at all times.
- 4 These positions must be manned before and after the session, as well as during lunch.

**Note:** Each set of Attendants will carry radio to contact First Aid

## Exterior Public Areas:

**Assistant Attendant Overseer:** Exterior/Interior

**Key Man:** Exterior Lunch Table Areas

**Personnel Needed:** 4 Brothers before and during session / 8 Brothers during lunch

**Responsibilities:** Positions in red must always be manned starting at 9:00 am. Positions in green are to be manned **during lunch**. These attendants must walk and monitor the picnic table areas.

### FREMONT ASSEMBLY HALL - Attendants Outside Picnic Area

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



#### Legend

(8 volunteers)

- 4 These positions must be manned at all times.
- 4 These positions must be manned during lunch.

**Note:** Each set of Attendants will carry radio to contact First Aid

# FREMONT ASSEMBLY HALL - Attendants Outside Roving

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



## Legend

(16 volunteers)

- 8** These positions must be manned at all times.
- 4** These positions must be manned during lunch.
- 4** These positions must be manned before and after the session, as well as during lunch.

**Note:** Each set of Attendants will carry radio to contact First Aid

10. **Stairs and Elevators:** Note: If any event uses the mezzanine, attendants will need to be stationed at the top and bottom of the stairs. No chairs should be used for the attendant stationed at the bottom. In addition, an attendant will need to be stationed at the sound system console.

**Note Elevator Lift:** The elevator lift at the stage can **only be operated by authorized Assembly Hall personnel**. If a participant in the program needs to use it, please inform the Assembly Hall event contact as soon as possible to make arrangements.

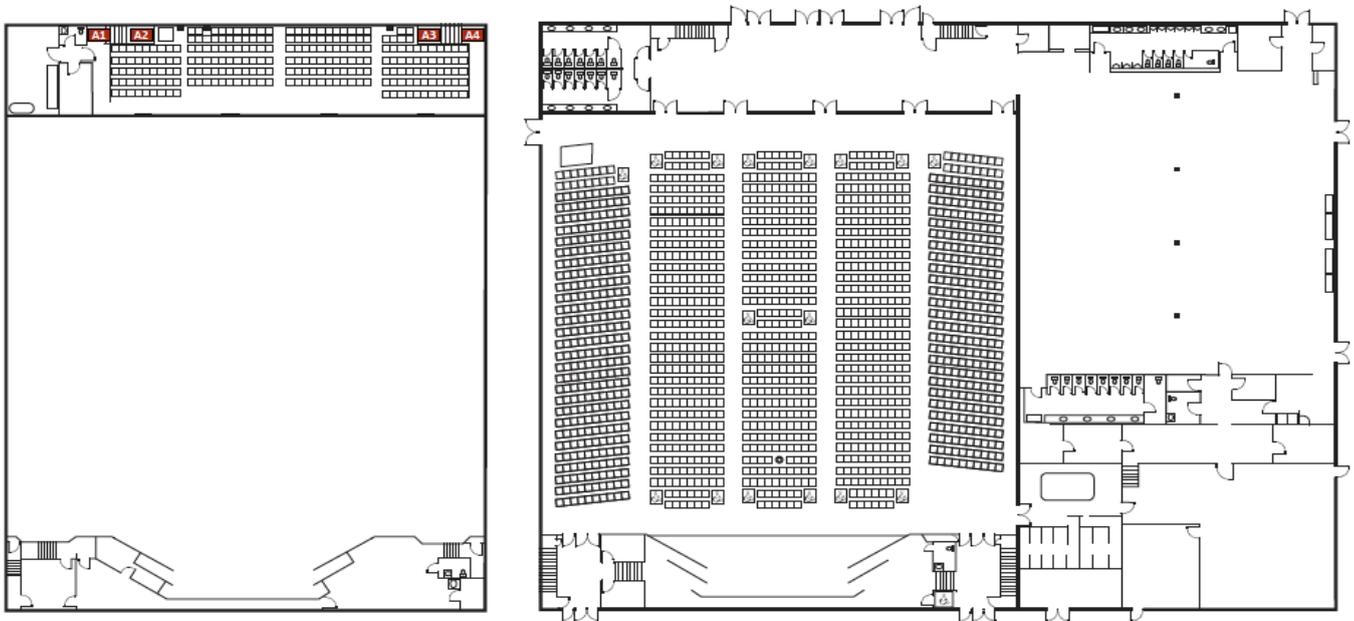
**Assistant Attendant Overseer: Exterior/Interior**

**Key Man: Stairs**

**Brothers Needed: 4**

**Responsibilities:** Ensure security and safe use of stairs. Beginning at 7:45 am through closing, the attendants should be at the locations (**if used**). They will keep a close watch to make sure that only approved brothers can gain access to the mezzanine level. They will be responsible for monitoring those who need assistance to go either up or down the stairs and help children safely use them.

**STAIRS-if Mezzanine is used at an event**



Legend	
(4 volunteers)	
<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div> <span>These positions must be manned at all times.</span> </div>	
Note: Only if mezzanine level is used	

11. **Seating and Attendance Count: CIRCUIT ASSEMBLIES= 1727**  
**1711 seats, 16 wheelchairs =Total 1727**

The following are the number of seats available by sections:

**Auditorium=1474**

- Section 1= 296 fixed seats, 1 wheelchair access
- Section 2= 298 fixed seats, 4 wheelchair access, 6 multi-use
- Section 3= 288 fixed seats, 6 wheelchair access, 6 multi-use
- Section 4= 298 fixed seats, 4 wheelchair access, 6 multi-use
- Section 5= 276 fixed seats, 1 wheelchair access

**Mezzanine=237**

- Section 1= 45 fixed seats
- Section 2= 65 fixed seats
- Section 3= 66 fixed seats
- Section 4= 61 fixed seats

Note for Mezzanine: If the mezzanine is used, attendants must be located at the top and bottom of the stairs and stationed at the sound counsel box.

**Dining Area=296 seats, 8 wheelchair**

- Wheelchair accessible table= 1
- Dining Tables= 37

**Seating and Attendant Counts: REGIONAL CONVENTIONS=2255**

**2225 seats, 30 wheelchairs=Total 2255**

**Auditorium=1474**

- Section 1= 296 fixed seats, 1 wheelchair access
- Section 2= 298 fixed seats, 4 wheelchair access, 6 multi-use
- Section 3= 288 fixed seats, 6 wheelchair access, 6 multi-use
- Section 4= 298 fixed seats, 4 wheelchair access, 6 multi-use
- Section 5= 276 fixed seats, 1 wheelchair access

**Mezzanine=237**

- Section 1= 45 fixed seats
- Section 2= 65 fixed seats
- Section 3= 66 fixed seats
- Section 4= 61 fixed seats

Note for Mezzanine: If the mezzanine is used, attendants must be located at the top and bottom of the stairs and stationed at the sound counsel box.

**Dining Area=514 seats, 14 wheelchair**

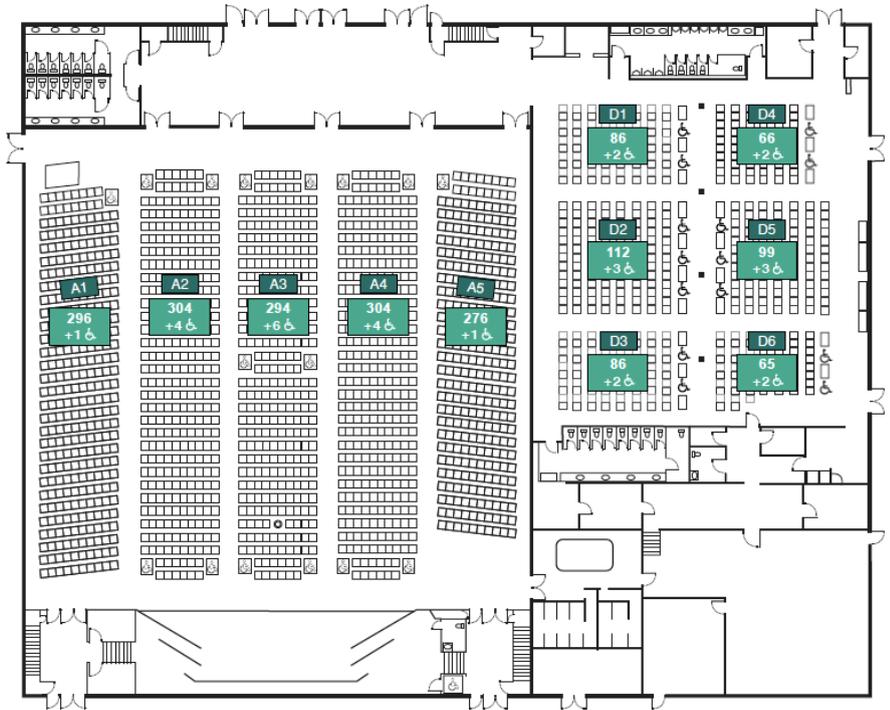
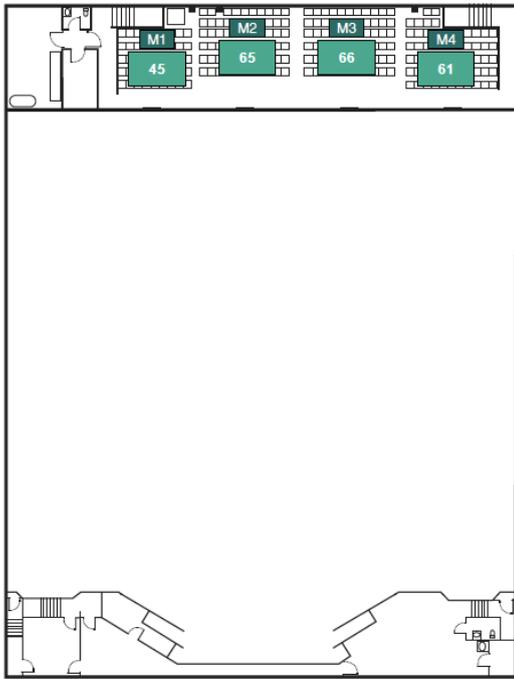
- Section 1= 86 fixed seats, 2 wheelchair access
- Section 2= 112 fixed seats, 3 wheelchair access
- Section 3= 86 fixed seats, 2 wheelchair access
- Section 4= 66 fixed seats, 2 wheelchair access
- Section 5= 99 fixed seats, 3 wheelchair access
- Section 6= 65 fixed seats, 2 wheelchair access

# Seating Section Chart-All Languages -Regional Convention

## REGIONAL CONVENTION - Attendants Seating Chart

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)

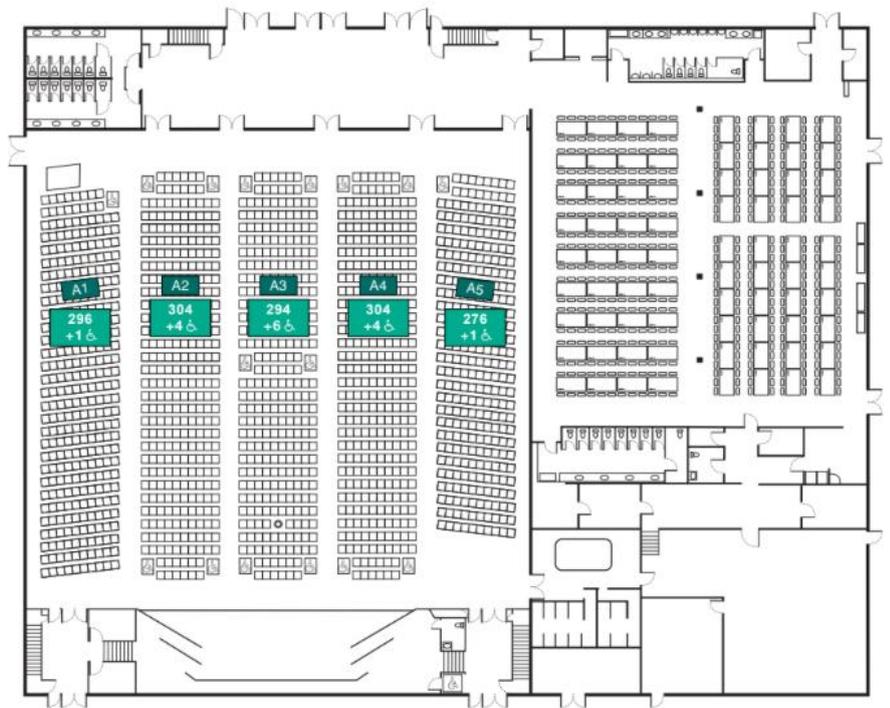
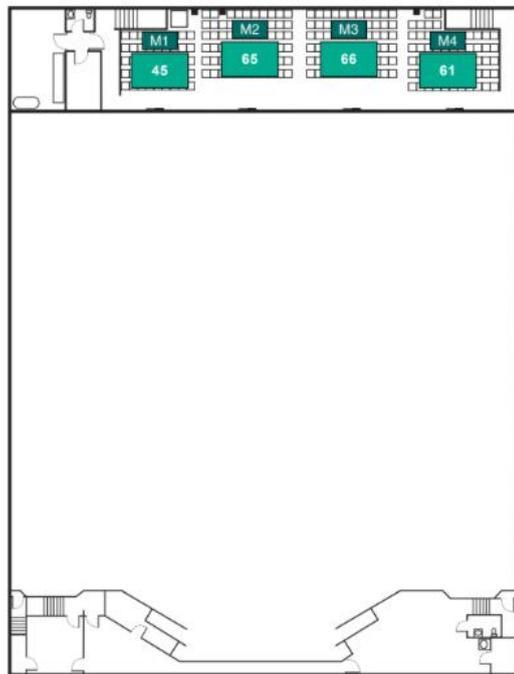


# Seating Section Counts-All Languages- Circuit Assembly

## CIRCUIT EVENT - Attendants Seating Charts

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



12. **Emergencies and Evacuation:** (See Chapter 2:2-4)

13. **Lost Child:** Good communication and quick action is needed if the Attendant Department is informed of a lost child. Follow the protocol outlined in Attendant training.

Immediately inform the attendant overseer or his assistant. They will in turn alert the Attendant Desk, Lost and Found, and Parking. The parent or legal guardian of a child should be immediately contacted and involved. Details identifying the child such as age, description of clothing, and a recent photo if possible, should be provided quickly to all attendants and appropriate departments. All doors exiting the building should be monitored until the child is located. Once the child is found they should be brought to the Lost & Found and Checkroom Department to be reunited with their parent(s) or legal guardian.

14. **Dealing with Difficulties:** Follow the protocol outlined in CO-1 or S-330.

15. **Snow Removal** N/A

## AUDIO/VIDEO/STAGE

16. The audio/video overseer works under the direction of the assistant assembly overseer or the program overseer and works closely with the circuit overseer or the convention chairman. The stage is part of the Audio/Video Department at the regional convention.

17. **Equipment:** The *TVs in the Dining Room, Lobby and Auditorium will be turned on/off by the Event Contact.* Other TVs can be operated by those in the department location. At the conclusion of the event, equipment used, such as (but not limited to) microphones, microphone stands, seating, tables, and the stage intercom headset, should be returned to the location they were found in at the beginning of the event. Direction, documentation and instructional videos are available on Google Drive through this link:

[https://drive.google.com/drive/folders/18QDmb2vcK-ID18TiWY5nsUXP7TY4fXAE?usp=drive\\_link](https://drive.google.com/drive/folders/18QDmb2vcK-ID18TiWY5nsUXP7TY4fXAE?usp=drive_link)

Or scan the QR code:



**Note TO AUDIO/VIDEO OVERSEER AND DEPARTMENT:** No settings should be changed on any of the components of the video system, especially the cameras. If there are any questions or concerns about the operation of equipment, work with your oversight to inform the Event Contact, if needed, the Event Contact will reach out to Assembly Hall technical support.

18. **FM Transmission:** There are four FM transmitters for hearing assistance:
- ❖ FM1 transmits at a frequency of 72.1 MHz and is used to transmit the main auditorium program in the Main Auditorium.
  - ❖ FM1AD transmits at a frequency of 75.9 MHz and is used to transmit the main auditorium program Audio Description in the Main Auditorium.
  - ❖ FM2 transmits at a frequency of 75.3 MHz and is used to transmit either the Mezzanine program or Translation Office output depending on the Operating Mode setting. See Operating Modes on page 6 and Mezzanine System on page 10 for more information. (ONLY used when two different language sessions occur at the same time in the auditorium and mezzanine).
  - ❖ FM3 transmits at a frequency of 75.5 MHz and is used to transmit the main auditorium program in the Dining Room or in the case of a separate event being held in the Dining Room it transmits the audio for that separate event.

19. **Stage Make-up:**

**Circuit events:** Please do not add any different supplies to the make-up cart. Use only what is provided. If you run out of any supplies, contact the Assistant Assembly Overseer who will inform the Event Contact to refresh the stock.

**Regional Conventions:** Please do not add any different supplies to the make-up cart. Use only what is provided. At the conclusion of the Regional program you must take an inventory, please be sure to count what is on the makeup cart, as well as what is in the chairman's office in the cabinet above the desk. If more is needed, please reach out to the Convention Equipment Pool- West Central [CEP-WC] so arrangements can be made to refresh the stock.

## BAPTISM

20. The baptism overseer is responsible for all baptism arrangements, such as direction to the candidates, dressing room needs, and transportation to the baptism site, if an offsite arrangement is necessary. He should meet in advance with the attendant and first aid overseer to discuss the details related to each of their roles during baptism.

**Move-In Instructions:** The pool water level and heating are overseen by the Assembly Hall and maintained at the desired level. The pool is not heated until the day of the baptism. The temperatures will range from 89 to 91degrees and should be verified at least twice before the baptism. Once at 9:30 a.m. and then again at the **middle song of the session**. The Assembly Hall has a pool temperature gauge for monitoring located in the pool. The Baptism Overseer should use this gauge to determine if the heating is functioning properly.

If the pool is not warming up, then the Program Overseer or the Assistant Assembly Overseer should be notified right away to work with the Event Contact.

**Pre-event meeting:** The Baptism Overseer and his Assistant should schedule a meeting to be held at the front of the Auditorium outside the baptismal pool. The keymen from the following departments Attendant, Audio/Video, and First Aid should attend to review directions, responsibilities, and safety guidelines.

**Circuit events:** This meeting could be held at 8:30 am on the day of the event. **The stanchions should be placed before the song ends. The placement of the stations should not interfere with the Baptism prayer.**

**Regional Conventions:** This meeting should be scheduled for Friday at 5:30 pm. **The stanchions should be placed before the song ends. The placement of the stations should not interfere with the Baptism prayer.**

**Seating:** We have armrest signs for the baptism seating rows. The stanchions & the signs are in the closet across from the vacuum storage closet. The stanchions are used in the area in front of the pool.



**Personnel:** The following Personnel will be needed for Baptism:

- **Baptism:**
  - One (1) brother should be available to assist candidates in the changing rooms.
  - One (1) sister should be available to assist candidates in the changing rooms.
  - Two (2) brothers dressed in bathing suits inside the pool to baptize.
  - One (1) brother in a bathing suit at the steps of the pool to assist any who may have special needs.
  - Two (2) volunteers from Baptism department with a dry mop (have extra dry mops) outside the pool room to immediately clean water on the floor from recently baptized ones to avoid potential slips and falls (obtain dry mops from the Cleaning department).
- **Attendants:** [There should be a total of six (6) attendants]
  - Two (2) brothers to lead candidates to the baptism area
  - Four (4) more brothers for crowd control and viewing area.
- **First Aid:** two (2) volunteers from first aid need to be present during the entire baptism.

## **BAPTISM POOL AND CHANGING AREA**

The Baptism department is responsible for the cleaning of the changing rooms and returning all stanchions and armrest signs to their locations.

A crew of 5 will be required to clean the pool area and the changing rooms. ***Please do not leave doors to the pool unattended when open.***

- Wipe down each changing stall with *Restroom Disinfectant* after all candidates have finished using the rooms. (spray the rag, not the surface)
- Sweep floors, then mop.
- Baptism Mats must be hung over the PVC rack set up near the dumpster enclosure to dry. At the end of the day the mats can be folded/rolled and left on the black cart in the garage or placed in the changing rooms. The AH crew will remove them & sanitize them Monday so it's not necessary to lay them out in the baptism area. (Circuit Assembly: Saturday events will placemats back in place for the next event) If it is raining, the mats can be set up on the PVC rack in the garage to dry.
  - **Note:** When taking Baptism mats outside do not leave FAH garage door open without an Attendant watching for any unauthorized entry.
- Clean glass doors & windows.

**Note:** Advance preparations (Regional Convention): The Baptism Overseer will contact each congregation COBE- Coordinator of the Body of Elders to see if their congregation will have any candidates for Baptism. Then develop a list detailing the order of baptism.

**Note:** Advance preparations (Circuit Assembly): The Baptism Overseer will contact each congregation's COBE, the Coordinator of the Body of Elders, to see if their congregation will have any candidates for baptism. Then, develop a list detailing the order of baptism.

**Note:** Alternate baptism location (Circuit and Regional Assemblies): If your event involves the Baptism of an individual with a communicable disease, please contact the Contract Representative no less than two (2) weeks before your event; he can provide an alternate location for a pool.

**Note:** Baptism Mats must be hung over the PVC rack set up near the dumpster enclosure to dry. At the end of the day, the mats can be folded/rolled and left on the black cart in the garage or placed in the changing rooms. The AH crew will remove them & sanitize them Monday, so it's not necessary to lay them out in the baptism area. (**Circuit Assembly: Saturday events** will place mats back in place for the next event) If it is raining, the mats can be set up on the PVC rack in the garage to dry.

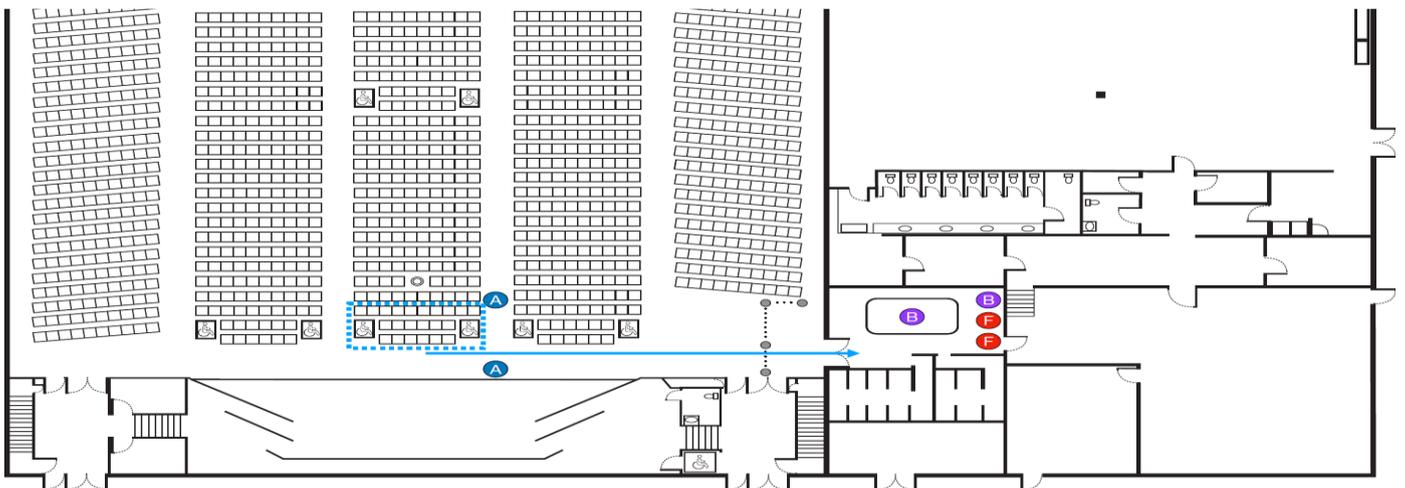
**Note:** When taking Baptism mats outside do not leave FAH garage door open without an Attendant watching for any unauthorized entry.



## Baptism Candidate Path-

FREMONT ASSEMBLY HALL - [Baptismal Candidate Path](#)  
 FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2025)



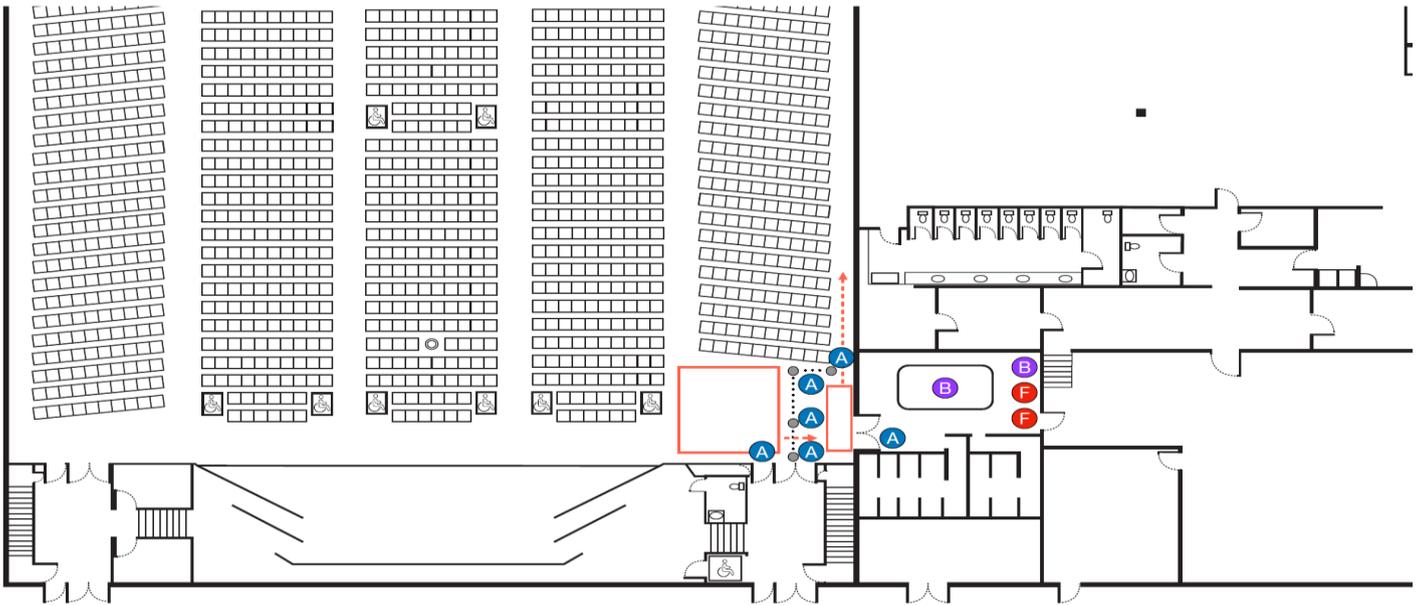
### Legend

- A Attendants: Qty 6
- B Baptism
- F First Aid: Qty 2
- Baptismal Candidate Seating Area

# Baptism Congregation Viewing-

FREMONT ASSEMBLY HALL - **Baptismal Congregation Viewing**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/202)



## Legend

- A Attendants: Qty 6
- B Baptism
- F First Aid: Qty 2
- Congregations Waiting Area

## CLEANING

### AT A GLANCE:

- Recruiting – CO-1.42 Personal Recruiting. Do not rely solely on the Volunteer Department. As soon as you receive the assignment and have read the instructions begin recruiting.
- INTER-DEPARTMENTAL SUPPORT – Close cooperation with the Attendant, Baptism, First Aid, Installation, and Parking overseer as well as the Rooming overseer and Contract Representative will be involved.
- SAFETY – The safety of attendees is of utmost importance.

**NOTE: THE CO-1, and the FAH Operating Plan provides the primary direction.**

21. The Cleaning Department is responsible to ensure that the high standard of cleanliness is maintained at the Assembly Hall which reflects favorably on Jehovah's name. (Lev. 20:26) Congregations assigned to circuit and regional events may be asked to participate in cleaning before the event. The Assembly Hall overseer will work with the Convention Committee or assembly overseer to determine if assistance is needed.

22. **Reminders:** Please make sure that the Cleaning Department overseer, Assistants, Key Men, and general volunteers are aware that they should not approach any Assembly Hall Event Contact to ask for any tables, tape, carts, chemicals, extra keys, and equipment. Please contact your direct oversight who will contact the onsite Assembly Hall Event Contact.

The Cleaning overseer or Assistant may ask the Assembly Hall event contact for paper goods or cleaning supplies if needed.

23. **Assignments:** Congregations can be assigned to clean specific seating sections in the auditorium, corridors, offices, restrooms, exterior grounds, and so forth at Circuit and Regional convention events.

## GENERAL INFORMATION

### PERSONNEL REQUIREMENTS

### PERSONNEL REQUIREMENTS

Area	Minimum
Congregation Cleaning Setup	8
Emergency Clean-up	4
Lobby, Walkways & Building Exterior	10
Offices	4
Picnic Tables	8
Restroom Cleaning	20
Trash Pick Up & Monitoring	16
<b>Grand Total</b>	<b>70</b>

## CLEANING AREAS

- All areas used by the event including auditoriums, hallways, dining room, entryways, and offices.

## CLEANING SUPPLIES

- **Upright Vacuums:** 15 vacuums in vacuum closet, 1 cleaning hallway, 1 hospitality, 1 accounting, 1 administration office, 1 video control room.
- **Backpack Vacuums:** 3 in cleaning hallway.
- **Handheld Vacuums:** 12 vacuums in the vacuum closet.
- **Carpet Spotter:** 1 in cleaning hallway
- **Mops:** Please rinse used mops in the mop buckets, ring them out well and hang them to drip dry.
- **Laundry:** The Assembly Hall event contact will care for washing/drying/folding laundry.
- **Chemicals:** Use only the chemicals and supplies provided by the Assembly Hall. Do not bring chemicals and supplies from outside the Assembly Hall. The Assembly Hall uses cleaning solutions as follows:

**Disinfectant** [High touch surfaces, dining room tables, Restrooms, baptism area, body fluid clean up, etc.]

**Glass Cleaner** [Glass door/windows, Mirrors]

**General Cleaner** [Mopping, general cleaning]

- **Note:** Copies of SDS sheets are located in the Cleaning Room.

- **Rags:** The Assembly Hall uses color-coded cleaning rags as follows:

**RED/PINK:** For restrooms, baptism area, body fluid clean up

**YELLOW/ORANGE/GREEN:** For general cleaning including dusting, disinfecting & glass

**BLUE:** Outdoor cleaning (picnic tables)

**WHITE:** Carpet spotting

- If you run out or are low on supplies, please ask the Assembly Hall event contact and he will provide you with additional supplies.

## CONVENTION PRECONVENTION CLEANING LIST

- **Outside** – Wipe down picnic tables (all-purpose cleaner and blue rags). Pick up debris in the parking lot.
- **Auditorium, Mezzanine & Dining Room**– Spot check carpet and chairs, vacuum as needed.
- **Baptism** – Clean glass and lay down mats.
- **Touchup Bathrooms** – Check toilets, sinks, floor, and trash (bathroom disinfectant, red/pink rags, don't use the same rag for toilet and sink)
- **Multipurpose room** – Wipe down all chairs, lower portion of chairs, department desk chairs
- **Lost & Found room** – Wipe down parking stanchions
- **Last items to be done:** Vacuum entry and dining room mats, sweep tile in entry, clean glass on main entry doors, and empty garbage in the dining room.

## TRASH AND RECYCLING

- The Cleaning Overseer needs to be well versed with the new trash/recycling/compost program and ensure that all items are organized before leaving an Assembly or Regional Convention.
- The Assembly Hall is required by the City of Fremont to recycle the following:
  - Clean cardboard (All empty cardboard boxes should be broken down before being placed in the recycling dumpster)
  - Paper
  - Glass & metal containers
  - Plastic containers marked with a recycling symbol on the bottom of the container.
- **Green dumpster:** Compost in green bags
  - Food scraps
  - Soiled paper items
- **White dumpster:** Recycling items dumped out of the bag. **No plastic bags should be placed in the recycling dumpster. Bags are not recyclable in Fremont.**
- **Blue dumpster:** Trash in black bags
  - Anything that is not recycling or compost goes in this dumpster. *If in doubt, throw it out.*
- **Dumpsters:** The dumpsters have padlocks on them to help you monitor what is put in them. Each set of Cleaning keys includes a padlock key. This should help prevent untrained attendees from putting items in the wrong dumpsters.
- There are 3 sets of outdoor bins in the picnic areas and 2 sets of bins in the dining room.



- Throughout the building in restrooms & offices are **trash**, **recycling (blue)**, and **compost (green)** bins in a variety of sizes. Please use blue bags in recycling bins, green bags in compost bins and black bags in trash bins.
- The cleaning department should have at least 2 cleaning monitors to assist those who attend the event in properly disposing of trash materials before the session, during lunch (would also be good to have monitors in picnic area ) and immediately at the end of each session.

## CRV BOTTLE & CAN RECYCLING

- **RETURNABLE BOTTLES & CANS**  
One recycling container in the dining room has been designated for CRV bottles & cans that can be returned for deposit (plastic bottles & aluminum cans labeled CA CRV). When that bin is full or at the end of the day, the blue bag can be tied shut & placed in the rolling grey bin inside the dumpster enclosure (where the safety cones are stored).

Only returnable bottles & cans should be placed in this area. These items will be returned & the money donated to the worldwide work.

- **OTHER RECYCLING**

All other recycling (paper, hard plastic containers, etc) should be dumped out of the blue bags into the WHITE dumpster. NO plastic bags should be put in the WHITE dumpster.

- **OFFICE RECYCLING**

It is not necessary to gather CRV bottles & cans from the many small recycling containers in the offices throughout the building. We do not want to encourage anyone to dig through the bins to separate items. The contents of those smaller bins can all be placed in the WHITE dumpster.



## **EMERGENCY CLEANING / SPILLS – REGULAR AND BODY FLUID**

- **Food & beverage spills**
  - Blue “Spills” signs have been provided in the cleaning department desk. During the lunch break it may be helpful to have a couple of volunteers walking around with the signs to encourage the attendees to let Cleaning know about spills. If spills are treated daily, this will help to lighten the load on the final walkthrough.
  - On carpet or chairs, small liquid stains can be sprayed with water and blotted with a white towel. Larger stains should be treated with the Viper Carpet Spotter. (See the Assembly Hall Event Contact if you have not yet received training in the use of this equipment). Please note larger stains on the map provided to event oversight.
  - A map of the auditorium is included in the Convention packet. Use it to mark where spills occur and then turn into the AH office at the end of the weekend. This allows the AH cleaning crew to check those areas and do a more thorough carpet cleaning.
  - Before the final walkthrough, the carpets should be thoroughly checked for stains. These can be treated with the Viper Carpet Spotter. (See the Assembly Hall Event Contact if you have not yet received training in the use of this equipment) You may find it helpful to do a walkthrough each evening and treat the stains you find on a daily basis rather than waiting until Sunday. This can help lighten your load on the last day.
- **Body fluid spills**
  - No red (biohazard) disposal bags are to be disposed of or left at the facility. If you choose to use them, you must take them with you to dispose of.
  - Powder absorbent (located in cleaning room cabinet) can be used to absorb large spills. Dustpans can be used to scoop up the bulk of the used absorbent.

(Disinfect the dustpan when you are done.) Paper towels and absorbent should be placed in a black trash bag and thrown in the dumpster.

- Hard Surfaces: Use disposable paper towels & disinfectant for the initial clean up. Once the spill has been cleaned up with paper towels, microfiber rags or mops with disinfectant can be used for a final cleaning.
- Carpet or chairs: After the bulk of the absorbent has been collected using a dustpan, the area can be vacuumed. The vacuum cleaner bag should be replaced. The Event Contact can assist with getting a new bag. Then use the Viper Carpet Spotter to treat the area. Note the stain on the map provided so a more thorough cleaning can be done by the Assembly Hall during the week.

## CLEANING CHECKLIST DURING EVENTS

**RESTROOMS** (There are two (2) Women's Restrooms, one (1) Men's Restroom, one (1) Handicapped Restroom, one (1) First Aid Restroom, one (1) Platform Restroom, one (1) Mezzanine Restroom, and one (1) Lounge Restroom)

Please follow the instructions and work with the Rooming overseer if you need assistance or Circuit oversight.

- Refill **EMPTY** toilet paper, paper towel, toilet seat cover and hand soap dispensers.
- Disinfect & clean all touch areas using *Restroom Disinfectant* (i.e. doors, partitions, kick/push plates, dispensers). Spray the rag, not the surface.
- Clean sinks, counters & diaper decks using *Restroom Disinfectant*.
- Disinfect partitions, toilets & urinals using *Restroom Disinfectant* & red/pink rags. Use a separate rag for each stall. First disinfect the partitions, then use the same rag to disinfect the toilet/urinal. Clean inside of toilet bowls/urinals using toilet bowl cleaner & bowl brushes.
- Sweep and mop tile floors.
- Empty trash cans and replace trash bags.
- For the final walk-through, **please leave the toilet seats in the upright position.**
- Entire restrooms should not be closed but can be cleaned as needed during the sessions.

## **AUXILIARY SEATING, DINING ROOM. ENTRANCE DOORS and LOBBY AREAS**

- After the noon break each day, using General Disinfectant wipe down tables and chairs, including tops and edges and legs if needed. (Circuit events)
- Vacuum or sweep tile floors. Spot mop the tile. Vacuum entrance mats.
- Wipe the trash counters with *General Disinfectant* and empty trash and liquid containers. Place **compost bags** in **green dumpster** (on East side of dumpster enclosure). Place **trash bags** in **blue dumpster**. Empty into the **white dumpster** and throw the empty bags in the trash dumpster.
- Wash and Clean liquid disposal drains and buckets in the dining room at the end of the day.
- Dust and sweep the Cleaning, First Aid & Attendants Desks, First Aid Room, Nursing Mother's Room, Lost & Found, Cleaning Room and Lobby. Wipe touch areas of all doors with *General Disinfectant* (spray the rag, not the surface) and clean glass.
- Disinfect the water fountains with *General Disinfectant*, top to bottom.
- During periods of inclement weather, facility entrances must be monitored and maintained to reduce the risk of slips, trips, and falls. This includes promptly removing

water, or debris; and the Cleaning Department when alerted to any safety concerns by the Attendants Department should respond quickly.

- For the final walk-through:
  - **Saturday:** Make sure all tables are unfolded and in place for the Sunday program (if applicable) (Circuit events only)
  - **Sunday:** Leave the 14 tables between the pillars and the trash receptacles down. Fold the others up and place them against the west wall under the TVs. (Circuit events only)

### **AUDITORIUM, MEZZANINE, STAGE, OFFICES & UPSTAIRS LOUNGE AREA**

- Wipe touch areas of doors, counters, tables and chair armrests with *General Disinfectant* (spray the rag, not the surface).
- Use a duster on chair legs and backs and other furniture and decorations. Wipe where needed.
- Vacuum all carpeted areas.
  - Spot clean carpets as needed with plain water. Use Viper Carpet Spotter for more significant or stubborn stains and note larger stains on the map provided to event oversight.

### **OUTDOOR AREAS**

- Wipe picnic tables as needed using *General Cleaner* & **blue rags**.
- There are 3 sets of outdoor bins in the picnic areas. The enclosures should be opened and the bins pulled out prior to the lunch break. (as shown below) After the break, once the bins are emptied & trash bags are replaced the bins should be put back in the enclosures and the enclosures should be closed.



- Pick up trash and debris from parking lots & grassy areas.
- Place **compost bags** in **green dumpster** (on east side of dumpster enclosure). Place trash bags in **blue dumpster**. Empty contents of recycling bags into **white dumpster** and throw the empty bags in the trash dumpster.

## **CIRCUIT SPECIFIC INFORMATION:**

### **Cleaning Assignment Locations- All Languages- Circuit Assembly and Regional Conventions (if chosen)**

The following sections can be assigned to one or more congregations. You can rotate the congregation assignments for each Circuit event:

**Section 1:** Cleaning of auditorium sections 1, 2, and 3 and audio booth.

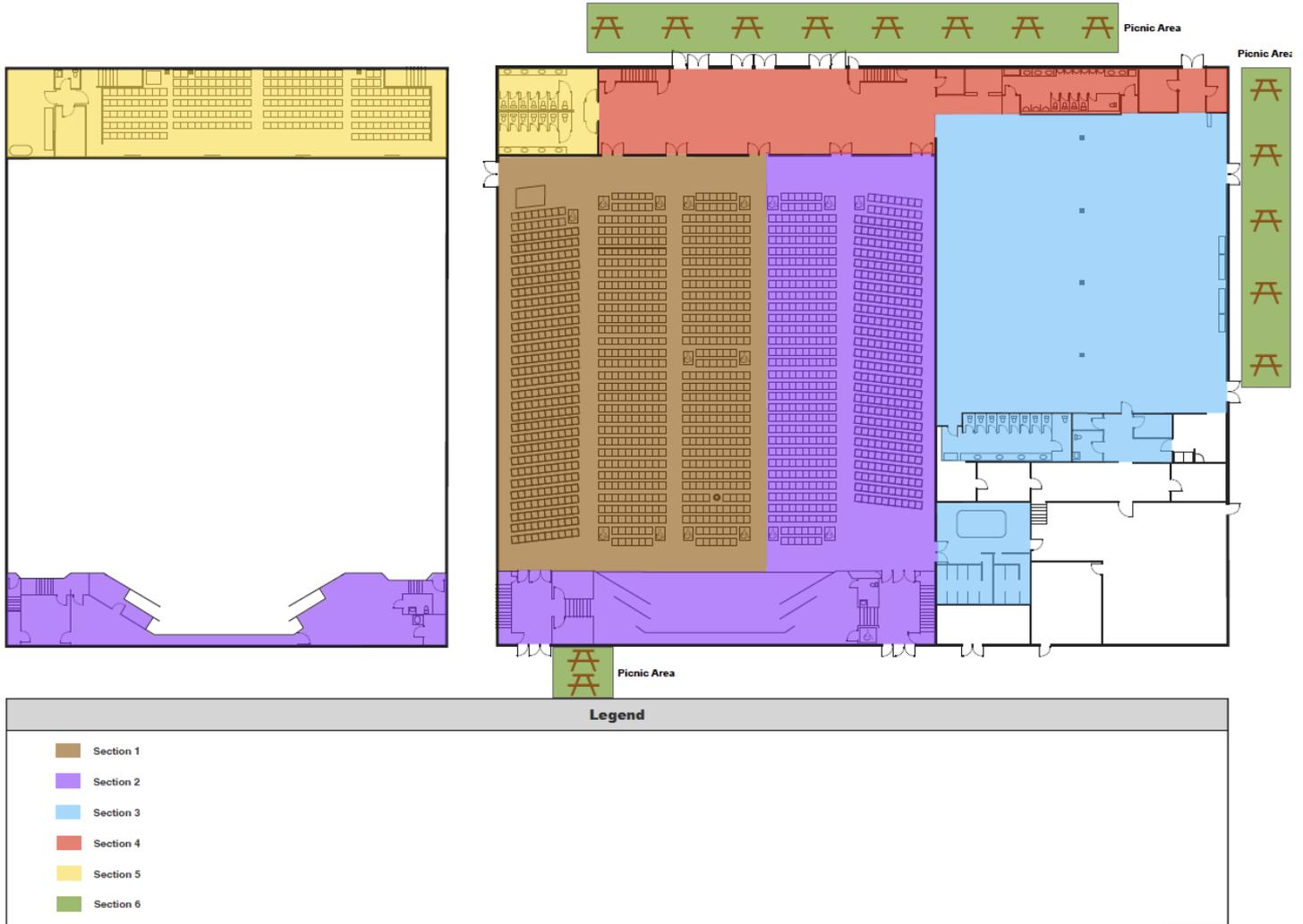
**Section 2:** Cleaning of auditorium sections 4, and 5, stage, stage restroom, offices A & B, stairways, entry foyers, and all rooms upstairs above stage.

**Section 3:** Cleaning of the dining room, women's dining room restroom, First Aid, ADA restroom (adjacent to First Aid), cleaning rooms, cleaning desk, First Aid desk, First Aid room, and adjacent hallway.

**Section 4:** Main lobby (includes all glass doors), men's and family restroom, nursing mother's room, parking desk, attendants desk, lost and found.

**Section 5:** Upstairs mezzanine and restroom, women's main lobby restroom, A/V room, translation Office.

**Section 6:** North Picnic, South Picnic, and East Picnic areas. Garbage, recycling, and compostable bins (empty and install new garbage bags)

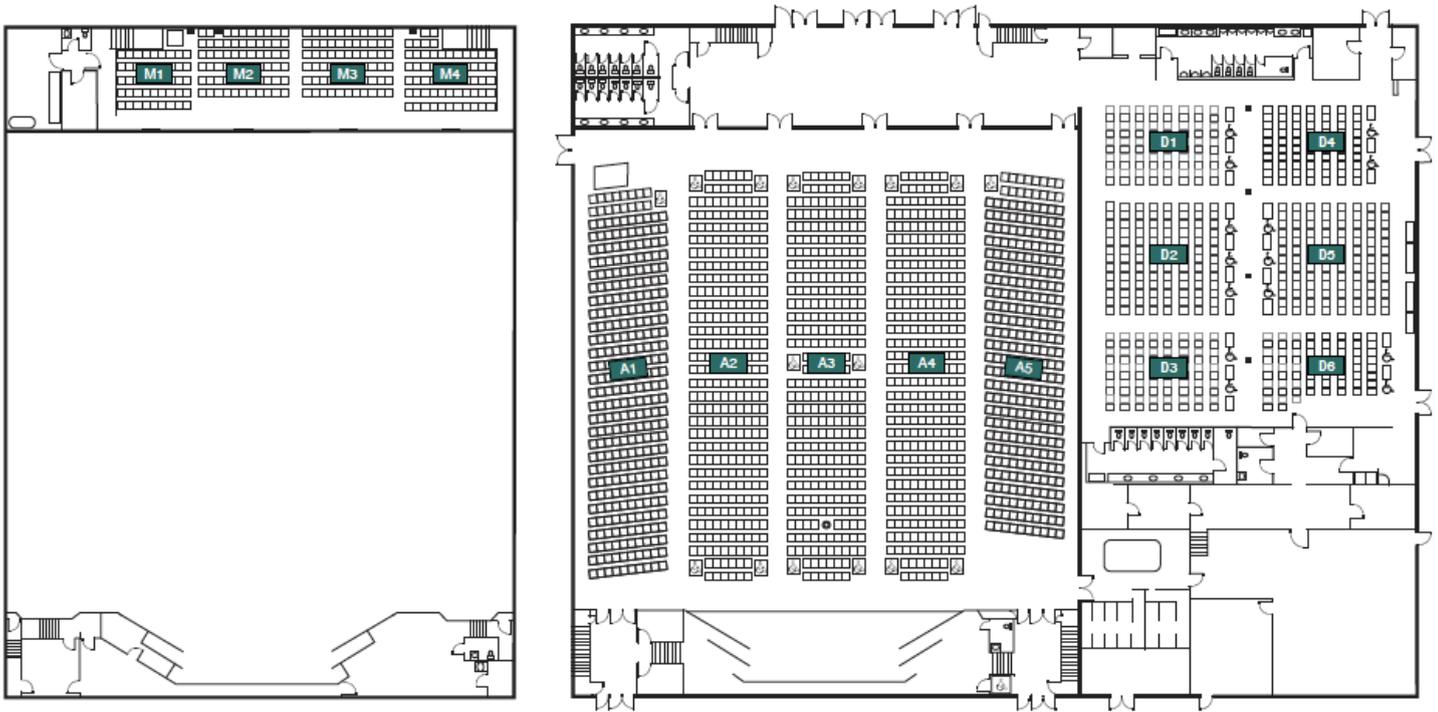


**REGIONAL CONVENTION SPECIFIC INFORMATION:**

**Note for (Regional Convention):** During Regional Conventions, the cleaning department may make cleaning assignments based on CO-1 guidelines. The brothers from the Cleaning Department and Convention Committee, including their assistants, should be available for the final walk-through. Please note the diagram showing all areas that will need to be cleaned.

**Congregation Cleaning Assignment- All Languages- Regional Convention**

Congregations can be assigned to clean specific seating sections. The Cleaning Department should write to the congregations in advance and provide instructions along with their assigned section for pre-convention cleaning. The Rooming Overseer will make the necessary arrangements with the Cleaning Overseer to see that it is accomplished. The Cleaning overseer and/or the Assistant Cleaning overseer should use the checklists provided by the Assembly Hall in this document.



## FINAL WALKTHROUGH

- **Circuit Assemblies:** On Saturday and Sunday the Assembly Hall Event Contact will perform the final facility Site Inspection walkthrough with Circuit oversight and the cleaning department.
- **Regional Conventions:** On Sunday the Assembly Hall Event Contact–will perform the final facility Site Inspection walk thru with ALL three Convention Committee members along with the Assistants on Sunday afternoon.
- The Cleaning Department should have a *minimum* of **10 cleaning volunteers** **excluding** all oversight touch-up crew available to walk the whole facility with the Convention Committee / Circuit oversight on the final walkthrough.
- Cleaning should have the following on hand for the walkthrough:
  - Large and Small trash can liners
  - Vacuum
  - Wet Mop
  - Dry Mop
  - Clean Rags
  - One spray bottle of each from the BETCO cleaning solutions. See 3.1

## CLEANING EQUIPMENT

Please confirm that once the cleaning has been done by the congregations and by the Cleaning Department, all equipment is put back.

- Brooms and dust mops
- Vacuum cleaners and cords
- Mops & buckets
- Spray bottles

## FIRST AID

### AT A GLANCE:

- **RECRUITING** – Approximately four (4) to six (6) persons on two (2) or three (3) x shifts will be needed in this department, including both brothers and sisters.
- **INTER-DEPARTMENTAL SUPPORT** – Close cooperation with the Attendant (works with Attendant overseer for first responders clear access escort of responders) , Parking Overseer to ensure first responders have a clear path and are directed to area to park, works with Baptism Overseers (assist with Baptism on Saturday morning; coordinate with the Baptism Overseer), as well as the Contract Representative (through the Circuit Organization or the Convention Committee (updates on facility related matters) will be involved.
- **SAFETY & EMERGENCY** – Be thoroughly familiar with the details outlined in the Safety & Emergency Procedures section in this document. First-aid personnel should be on hand in the evacuation zones to assist any with injuries.
- **MOVE-IN / MOVE-OUT INSTRUCTIONS** – First Aid Overseer and Assistant to review Procedures checklist with the department.

24. The purpose of the First Aid Department is to administer only emergency first aid until the individual can be placed under the supervision of local health-care professionals. It is imperative that all information obtained by First Aid personnel, including injury or illness related reports, be considered confidential. Although we are a volunteer-based service, we are still mandated to follow the guidelines of the Health Insurance Portability and Accountability Act (HIPAA)

25. **Communications:** 1 Motorola two-way radio will be provided for the First Aid Department for use during the event. The radio will need to be checked out from the Assembly Hall office at the beginning of the day and checked in to the Assembly Hall office at the end of each day to be recharged. At all times those at the First Aid desk should monitor all communication coming thru the two-way radio. The Attendant and Parking departments also have Motorola two-way radios and will communicate with First Aid in case of an emergency. The First Aid department may use mobile phones and apps for communication within and outside the department. All department volunteers must promptly acknowledge or respond to communications, especially emergencies or urgent matters.

26. **Desk, Room and Supplies:** The First Aid room should be always staffed to the degree possible by at least two people. The First Aid desk should contain directions and/or a map to one or more nearby hospitals and directions to one or more locations where prescription and over-the-counter medications may be purchased. No prescription drugs should be stocked in the First Aid Department. **Do not add** any items to the stock in the First Aid room without first checking with the Assembly Hall overseer. Expiration dates should be noted, and expired supplies should be communicated to Convention Committee Coordinator or Circuit oversight who will inform the Assembly Hall overseer or event contact. Two (2) emergency kits, located in the First Aid room cabinet, will be available and should be taken to each designated evacuation staging area in the event of a complete evacuation of the facility. One (1) wheelchair, located in the First Aid room, should be taken to Staging area #1.

Please keep the door between the desk and the First Aid room closed at all times. **Do not leave open.** A restroom is located just outside the First Aid room. This restroom has been designated by the facility as a “companion” restroom and shall be used as such.

**27. First Aid Personnel – Location** The table on the south/east corner of the dining area next to cleaning department. Store all first aid supplies and other equipment in the First Aid room. This location must be staffed during the entire time circuit organization or convention personnel are in the building, including during pre- and post-convention work from 7:00 am until released at the end.

**28. First Aid Personnel - Requirements:** Only those who are licensed or certified (healthcare provider) by the State of California may be used to respond to emergencies. *Copies of all current licenses and certifications for each volunteer must be made and kept on file by First Aid Overseer* before any volunteer is allowed to attend to the ill or injured. Such as:

- a. Physicians
- b. Nurses
- c. Paramedics
- d. Emergency Medical Technicians (EMTs)

**First Aid Personnel – Volunteer Information:** Prior to the event, compile a list of names, contact information, and congregations of qualified volunteers that served the previous event or year. Ensure that the list includes, as much as possible, each volunteer’s certification/license as an EMT, paramedic, registered nurse, doctor, basic volunteer, etc. Include name, email address, mobile phone, congregation, and congregation role.

**Note for (Circuit Assembly):** Return the compiled list of First Aid volunteers to the Assembly Overseer. The Assembly overseer will email their Circuit list to the Contract Representative.

**Note for (Regional Convention):** Return the compiled list of First Aid volunteers to the Convention Committee coordinator or his assistant. The Convention Committee coordinator will email their Regional Convention list to the Contract Representative.

<b>FIRST AID VOLUNTEER</b>							
	Name	Email	Mobile	Congregation	Current Congregation Role	Certification / License	Certification / License Expiration Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**First Aid Personnel – Training:** Prior to move-in, the First Aid Overseer will set up a department meeting to review the written instructions for First Aid, including the Assembly and Convention Emergency Preparedness Plan (CO-161), and procedures for handling potential situations. All volunteers should be thoroughly familiar well in advance with how to respond to emergencies and render assistance at designated first aid evacuation points. The Assembly Overseer or Convention Committee coordinator and his assistant will be included in the meeting and may provide additional direction at this time.

29. **First Aid Personnel - Support:** four (4) in the office at all times. Two must be a licensed/certified healthcare professional (Licensed or Certified staff = Physicians, Nurses, Paramedics and EMT's). The First Aid overseer should have a copy of the current certification.

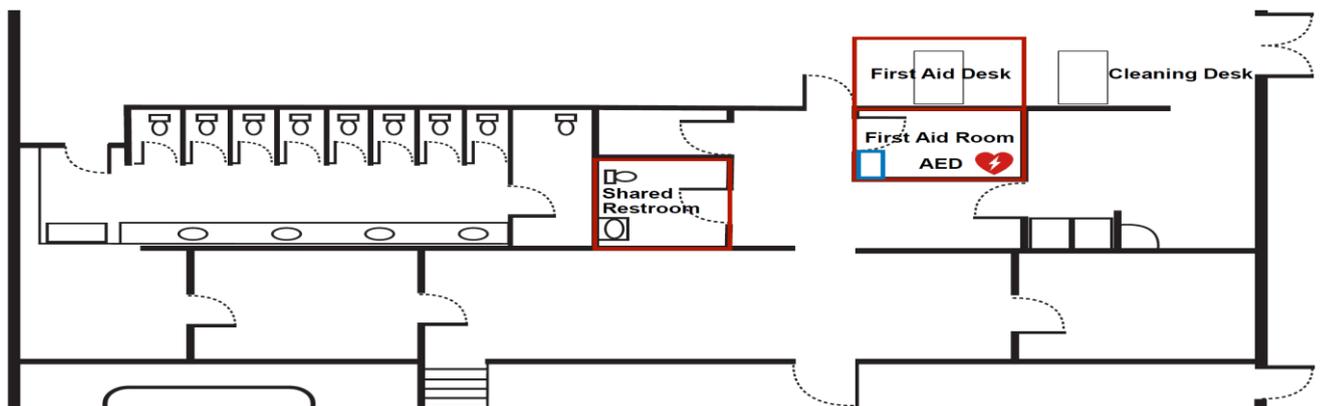
<b>FIRST AID Department</b>			
<b>Area</b>	<b>Minimum</b>	<b>2X Shifts</b>	<b>3X Shifts</b>
Licensed Certified	2	4	6
Support Staff	2	4	6
<b>Grand Total</b>	<b>4</b>	<b>8</b>	<b>12</b>

**First Aid Personnel – Baptism Support:** Trained personnel will assist in the event of an emergency and assist those with special needs. The First Aid Overseer will be contacted by the Baptism Overseer to ensure that two (2) first aid volunteers are present for the baptism in the pool area, at least one (1) volunteer must be licensed or certified representative from First Aid.

30. **Automated External Defibrillator (AED):** The AED is located on the south wall within the First Aid room. The AED is designed to be used by trained personnel in the event of sudden cardiac arrest. Be sure to inform the Assembly Hall overseer if the AED is used. Someone trained to use the AED equipment *must always be on duty in the First Aid Department.*

FREMONT ASSEMBLY HALL - [First Aid](#)  
 FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



<b>Legend</b>	
	AED (Automatic External Defibrillator)
	First Aid Supplies

31. **In Case of Emergency:** In the case of an emergency, only a healthcare provider may recommend the individual be transported to a hospital. If the individual agrees, **ONLY** the First Aid personnel may call emergency services. When you call 911, be ready to provide the following:

- a. Provide the 911 dispatcher the location of the emergency and best access (**main entrance, first aid office**)
  - i. Only the First Aid Overseer may direct first responders to a different location if injured person cannot be moved.
- b. Give a brief description of the emergency.
- c. Provide the current condition of the individual.

Once 911 has been activated, please do the following Immediately:

- a. Contact the Circuit oversight or Committee Convention Office (more specifically, the Committee Coordinator). If he is not available, contact another Committee member. Convention Coordinator will immediately contact an Elder from the injured person's congregation, to ensure the injured person receives proper medical care.
  - i. Circuit oversight or Convention Committee Coordinator will contact the Event Contact on duty to inform them of the 911 call, and location of incident.
- b. Contact Attendant Department Overseer or Assistant *via the Motorola two-way radio* to have someone standing by **at the location of the emergency**.
- c. Contact Parking Department Overseer or Assistant *via the Motorola two-way radio* of the incoming emergency apparatus, to direct them to **location of emergency or First Aid department**. First responders will come in via North or South gate.

During evacuation

- a. Two (2) emergency kits should be taken to each designated evacuation staging area. One (1) wheelchair should be taken to Staging area #1. All communication (two-way radio, phone, apps) should continue to be monitored.
- b. First Aid personnel should be on hand at both evacuation staging areas to assist with injuries.

32. **First Aid Incident Report:** For any incidents requiring more than basic first aid support, an Incident report should be completed with as many details as possible via online entry version (see TO-5i) (see CO-1 Chapt 3 par 50). In addition, *each person involved, and each witness* needs to be given a copy of the Notice of Policy on Use of Personal Information (TO-5n).

Note: If a TO-5 is completed that involves a building or property safety issue that the Assembly Hall should follow up on, please provide the Event Contact with a printed copy of the TO-5 immediately so that Assembly Hall oversight can follow up on any safety related repairs. (i.e. trip hazards). Thereafter the LDC will destroy the TO-5.

33. **HLC Schedule:** The local Hospital Liaison Committee (HLC) has provided contact information for its on-duty (assigned) brothers and names of cooperative hospitals which can provide assistance during our Regional Convention and Circuit events. If transport is needed to a hospital, the on-duty HLC brothers should be notified.

**HLC SCHEDULE**

FREMONT ASSEMBLY HALL – FREMONT, CA

updated 4-1-25

<b>Kaiser Permanente</b>	<b>39400 Paseo Padre PKWY Fremont, CA. 94538</b>	<b>510-248-3055</b>
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<b>Kaiser Permanente -Fremont</b>	<b>HLC Brother Assigned</b>	<b>Home Phone</b>	<b>Cell Phone</b>
	Winston Velasquez		(510) 333-4187
	Don Loudon		(321) 331-4800

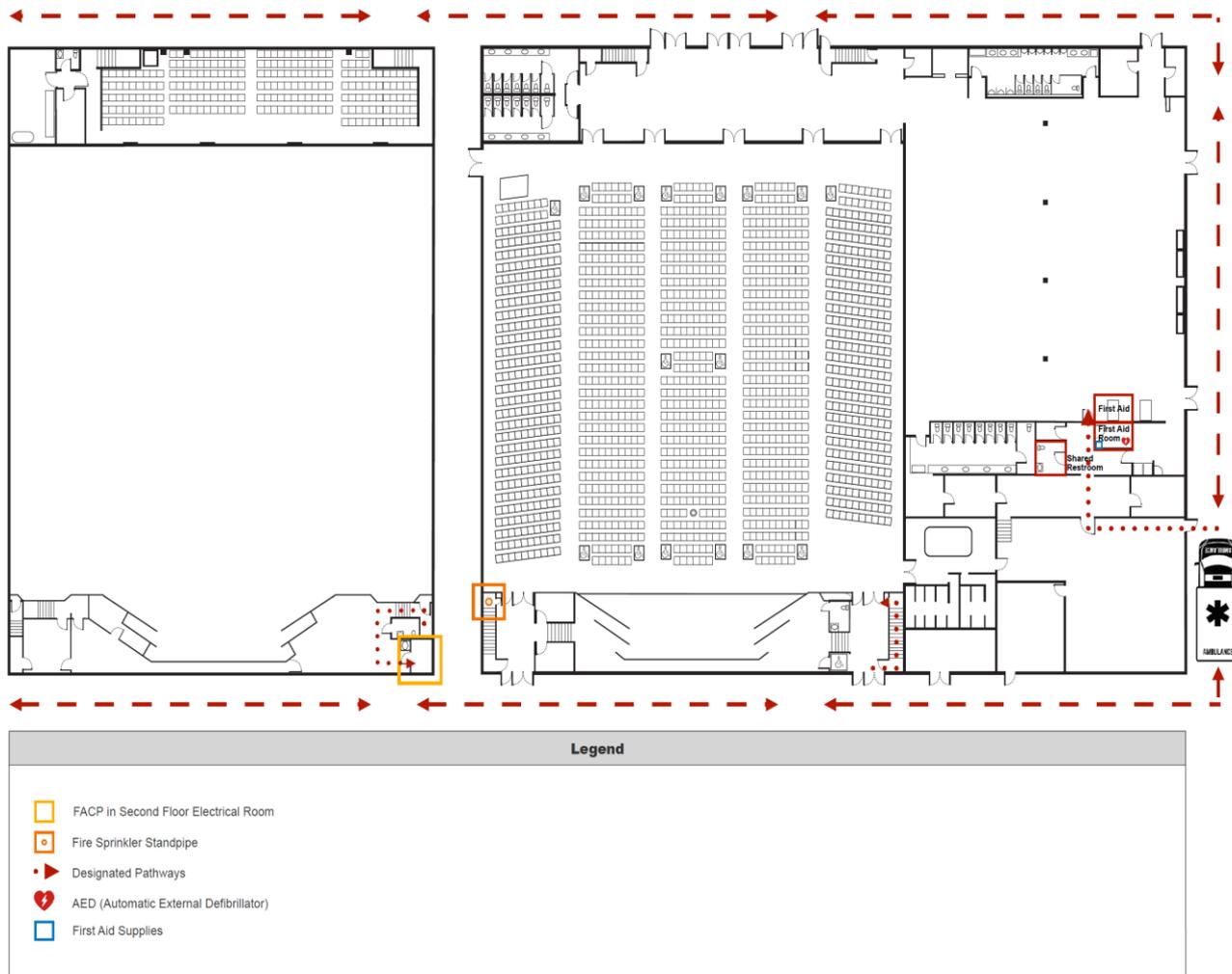
<b>San Ramon Regional Medical Center</b>	<b>6001 Norris Canyon Road San Ramon, CA 94583</b>	<b>925-275-9200</b>
	<b>Blood Conservation Program</b>	

<b>San Ramon Regional</b>	<b>HLC Brother Assigned</b>	<b>Home Phone</b>	<b>Cell Phone</b>
	Ernesto Galvez		(925) 584-0522
	Dave Terry		(510) 674-5492

<b>UCSF Benioff Children’s Hospital</b>	<b>747 52nd Street Oakland, CA 94609</b>	<b>510-428-3000</b>
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<b>UCSF Benioff Children’s Hospital</b>	<b>HLC Brother Assigned</b>	<b>Home Phone</b>	<b>Cell Phone</b>
	Scott Smallen		(510) 910-6520
	Matt Wiley		(510) 725-5183

<b>HLC - If any from above not available or if facility is not listed</b>	<b>HLC Brother Assigned</b>	<b>Home Phone</b>	<b>Cell Phone</b>
	Scott Smallen		(510) 910-6520
	Matt Wiley		(510) 725-5183



**Note TO FIRST AID OVERSEER:** The First Aid department must remain on site until dismissed by the Circuit organization or Convention Committee during Final inspection.

## INFORMATION AND VOLUNTEER SERVICE

34. An Information and Volunteer Service Department will be set up only for regional conventions and will be merged with the Lost & Found and Checkroom Department.

**Note: (Regional Convention and Circuit Events)** Volunteer service should verify that each volunteer is approved by the elders of the congregation he attends (see CO-1 3:54 or S-330 2:31)

## LOST & FOUND AND CHECKROOM

35. The Lost & Found and Checkroom Department should be staffed at all times the facility is open. Information and Volunteer Service Department will be merged with the Lost & Found and Checkroom Department for regional conventions.

**Note:** If items remain at the end of any event, the Overseer should remove all items and take them with him. No items should be left at the Assembly Hall.

**Note:** The Lost & Found Overseer and/or the Assistant must remain on site until dismissed by the Circuit organization during the Final inspection

36. **Security:** Anyone checking an item other than clothing (box, bag, or suitcase) must show the attendant his/her signed durable power of attorney (DPA) card. If the person does not have his signed DPA, he can be vouched for by someone. In the event of an uncertain or suspicious situation, the Lost & Found and Checkroom overseer should immediately notify the attendant overseer.

## INSTALLATION

37. An Installation Department will be needed only during the first (ingress) and last (egress) conventions. It would likely not be needed during the other conventions. The Contract Representative, Assembly Hall overseer and Convention Equipment Pool- West Central [CEP-WC] will provide the needed details to the Convention Committee coordinator.

**Signage (convention only):** As noted in the CO-1 ch. 2, par. 62, there is generally no need for additional signage to be posted on walls. If signage must be posted, please see Assembly Hall oversight to mount them without damaging the finishes. When handling branch signs please have volunteers wash hands and use nitrile gloves, always. The Assembly Hall event contact will provide you with command strips to place on the top middle of each sign (they are Velcro style). You will need a limited amount of volunteers to install and remove the convention signs.

**Note (foreign language signage):** There should not be a great need for the signs other than the convention departments.

**Multipurpose room Seating (first convention only):** Unless otherwise adjusted by the Assembly Hall overseer and Convention Contract Representative the Thursday's ingress, volunteers should be assigned to put out the stackable seating in the dining room. Please follow the facility diagram for the dining chair set-up found on JWDrive. Each chair will need zip ties on the front and back legs.

**Note to the first Convention:** Convention Committee will coordinate with the CEP-WC to receive all stackable seats in the dining room according to the diagram.

**Multipurpose room Seating (last convention only):** Unless otherwise adjusted by the Assembly Hall overseer and Convention Contract Rep, volunteers should be assigned to put out the stackable seating from the dining room. Volunteers should be assigned to stack the dining room chairs onto pallets in groups of four (4) with seven (7) chairs per stack [same style of chair], 28 per pallet. The stacks should be placed in an area designated by the Convention Contract Representative and CEP-WC oversight. Metal diagonal cutters will be needed to cut the zip ties.

**Note to last Convention:** Convention Committee will coordinate with the CEP-WC to palletize the chairs and return them to the CEP-WC. Also, volunteers will provide the Assembly Hall contact assistance bringing back the dining room tables.

## PARKING

### AT A GLANCE

- **RECRUITING** – Recruiting for this department is detailed. All Parking Attendants must go through the Convention Parking training.
- **INTERDEPARTMENTAL SUPPORT** – Close cooperation with the Attendant Department is a requirement in the drop off zone during ingress and egress, Cleaning, First Aid, Lost & Found -Information and Volunteer Service and Safety Coordinator as well as the Convention Committee Overseer and Contract Representative will be involved, along with Circuit organization.
- **SAFETY** – Due to close contact with vehicles, and often being affected directly by severe weather, this department requires attention to safety. All should arrive with their own high-visibility vests as none will be provided.

**NOTE: The CO-1 and CO-65 from the Branch provide the primary direction.**

38. The Parking Department oversees all parking facilities controlled by the Assembly Hall and is responsible for the safety of pedestrians and vehicles in the parking area(s). **Training should be provided prior to the event for all serving in the Parking Department.**

Parking attendants should be exemplary spiritual men, known for demonstrating the fruitage of the spirit. They should be alert, courteous, and kind. They should always be kind and provide directions in a helpful way, encouraging attendees to comply with parking arrangements. Parking attendants should be mature brothers, preferably elders or ministerial servants, who demonstrate good judgment. A brother under 20 years of age may be used as a parking attendant if he is a ministerial servant.

Well before the convention, each parking attendant must fully understand the Assembly and Convention Parking Attendant Instructions (CO-65) and the Assembly and Convention Emergency Preparedness Plan (CO-161) that was discussed in the training program.

All parking attendants should remain alert at all times and be quick to respond to an emergency and follow the principles of “**Avoid, Deny, Defend**” detailed in the (CO-65).

**Note-Regional Convention:** The Information and Volunteer Service department will verify parking attendant approval by the respective congregation elders. The parking department will share names and congregation details by a set date. The Information and Volunteer Service department will update the parking department overseer on approval status.

39. **Communications:** Four (4) Motorola two-way radios will be provided. One (1) for the Parking Overseer and three (3) key men for use during the event. They will need to be checked out from the AH Office at the beginning of the day and checked in to the AH Office at the end of each day to be recharged.

Each parking attendant should have key contact information for parking department overseers, assistants, and key men.

**Parking Gates:** (Circuit Events- Regional Convention): The Fremont Assembly Hall north and south gates will open from 6:30 am until two hours after the program ends for your event. As soon as possible (by 6:40 am) they should be manned by two (2) Parking department attendants.

**Note:** Regional Ingress: For Thursday ingress day only, the north gate will open at 7:30 am until you inform your event contact to close it or until 3:00 pm whichever occurs first. As soon as possible (by 7:40 am) it should be manned by two (2) Parking department attendants.

**Safety Cones- Stanchions:** (Circuit Events- Regional Convention): Safety cones and signs are in the trash enclosure; they are located on two carts. Please return to the carts following the picture diagrams. All cones can be setup on move-in day and remain in place until the Parking Department has concluded its activities on the last day of the convention or for Circuit Events at the end of the event. The pedestrian stanchions are in the Lost and Found department closet.

### **Parking Services:**

- Assist delegates at the end of the program to exit their vehicles quickly, safely, and in an orderly way. This will be done by having trained crews in each lot directing departing vehicles to flow towards the appropriate exit.
- Ensure pedestrian and vehicle safety. This will be done by having personnel assigned to direct pedestrian and vehicle traffic in the parking areas.
- For safety reasons, please direct the friends to turn right on Osgood Road when leaving the Assembly Hall. Allowing the friends to turn left presents a risk; the freeway can still be reached by turning right on Washington.
- Also, a drop off/pick up zone will be provided for vehicles to enter, pick up passengers, and exit. (Attendants will handle assistance of elderly/infirm delegates, parking will only direct traffic)

**Reserved Parking:** Please ensure no one parks in designated “reserved” parking stalls. A sign indicates these parking spaces. If the access road is used for additional parking, do not block the entrance to the back of the residence buildings.

**Warehouse Parking (*Circuit Events only*):** The Assembly Hall is a hub of activity throughout the week and on weekends. The depot is often used for truck deliveries, and other activities. By default, the concrete apron is not available for overflow parking. Please inquire with the event contact about the arrangements available for your specific event.

**Overnight Parking:** The Assembly Hall has no provisions for overnight parking. There are no specific arrangements to store cars after the program for a few hours to be picked up afterward. If a vehicle is stranded and unable to be moved due to a breakdown, please inform the Event Contact with specific arrangements for vehicle removal.

## Drop-Off / Pick-Up Zone

The carport area is the designated drop-off/pick-up zone for vehicles to drop off and pick up passengers.

**Note** - The pedestrian/ADA access on Osgood Road should not be used for dropping off.

**Assistant Parking Overseer:** Drop Off / Pick Up

**Key Man:** Elderly / Infirm

**Personnel Needed:** 6

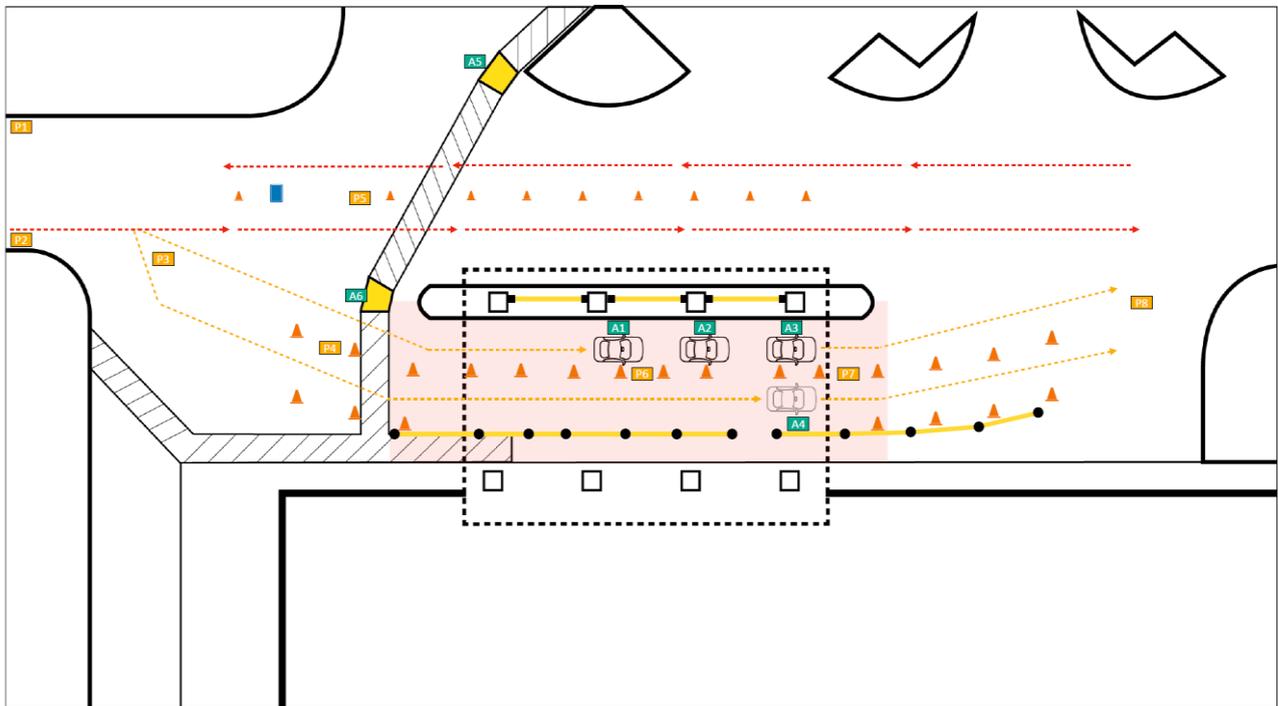
**Responsibilities** The Parking Department and the Attendant Department will work closely together. The Parking Department directs the vehicles and controls the traffic flow to ensure pedestrian safety. The Attendant Department will be responsible for the care of the attendees being dropped off and picked up.

At the North gate on the ingress, one [1] parking attendant will direct cars entering the drop-off area into the primary lane and then the secondary lane. The primary lane is closest to the island. When that lane is completely used, the parking attendant will direct cars into the secondary lane (closest to the building). Each lane will be able to hold three [3] cars on each side (total of six [6] car capacity at a time). One [1] parking attendant is needed per lane to direct cars. At the end of the drop-off, one [1] parking attendant will direct vehicles to merge back onto the ingress flow.

FREMONT ASSEMBLY HALL - [Carport Ingress](#)

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2025)



### Legend

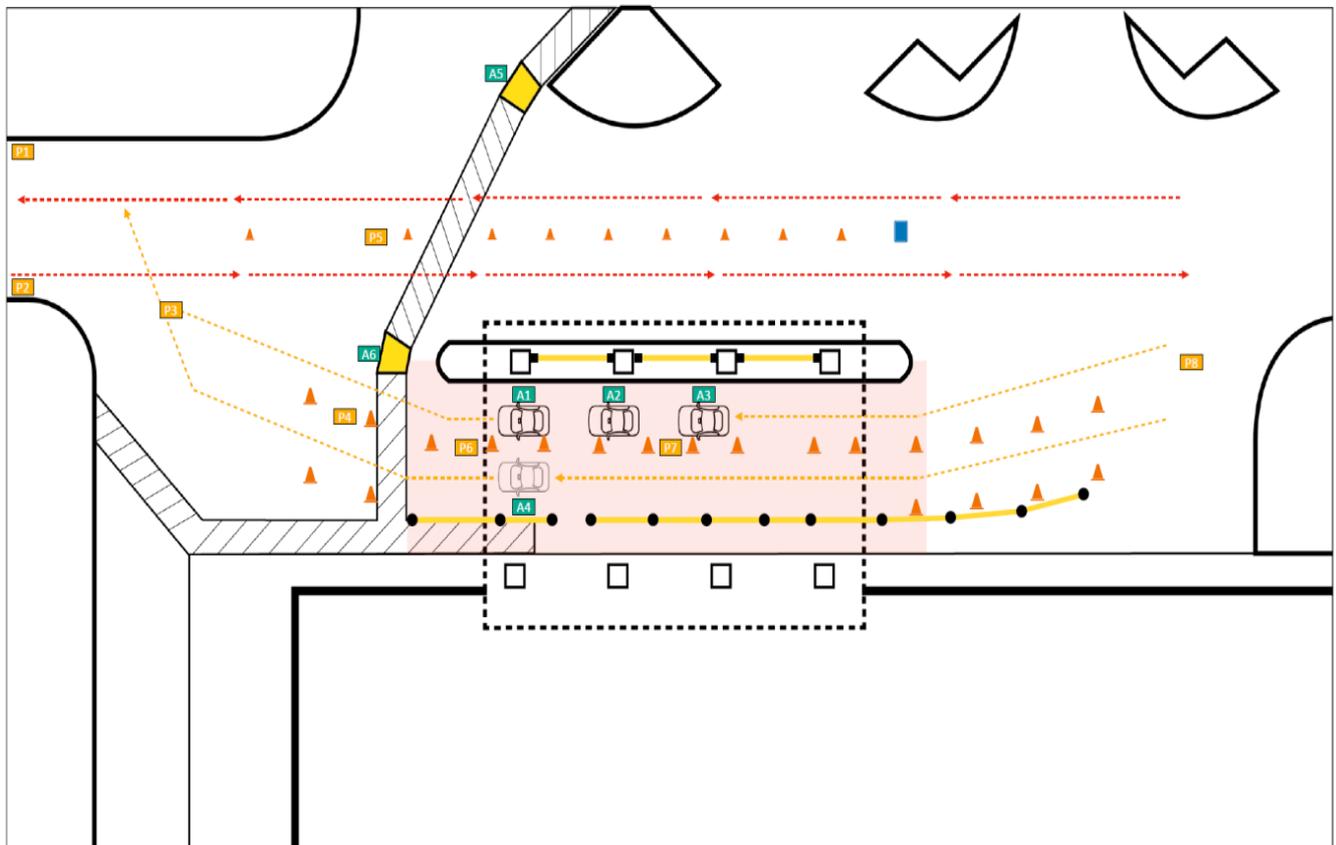
(14 volunteers)

- 6 These positions must be manned by Attendants before and after session. Remain 30 minutes into start of session and arrive 30 minutes before end of session.
- 2 Positions P1 - P2 must be manned by Parking Attendants at all times.
- 6 Positions P3 - P8 must be manned by Parking Attendants before and after session.

At egress, the direction of the traffic flow is reversed when entering the carport. Please carefully review the arrow direction in the diagram below. One [1] parking attendant will direct cars entering the drop-off area into the primary lane and then the secondary lane. The primary lane is closest to the island. When that lane is completely used, the parking attendant will direct cars into the secondary lane (closest to the building). Each lane will be able to hold three [3] cars on each side (total of six [6] cars capacity at a time). One [1] parking attendant is needed per lane to direct cars to leave the area safely. At the end of the drop-off, one [1] parking attendant will direct vehicles to merge back onto the egress flow.

**FREMONT ASSEMBLY HALL - Carport Egress**  
 FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2025)



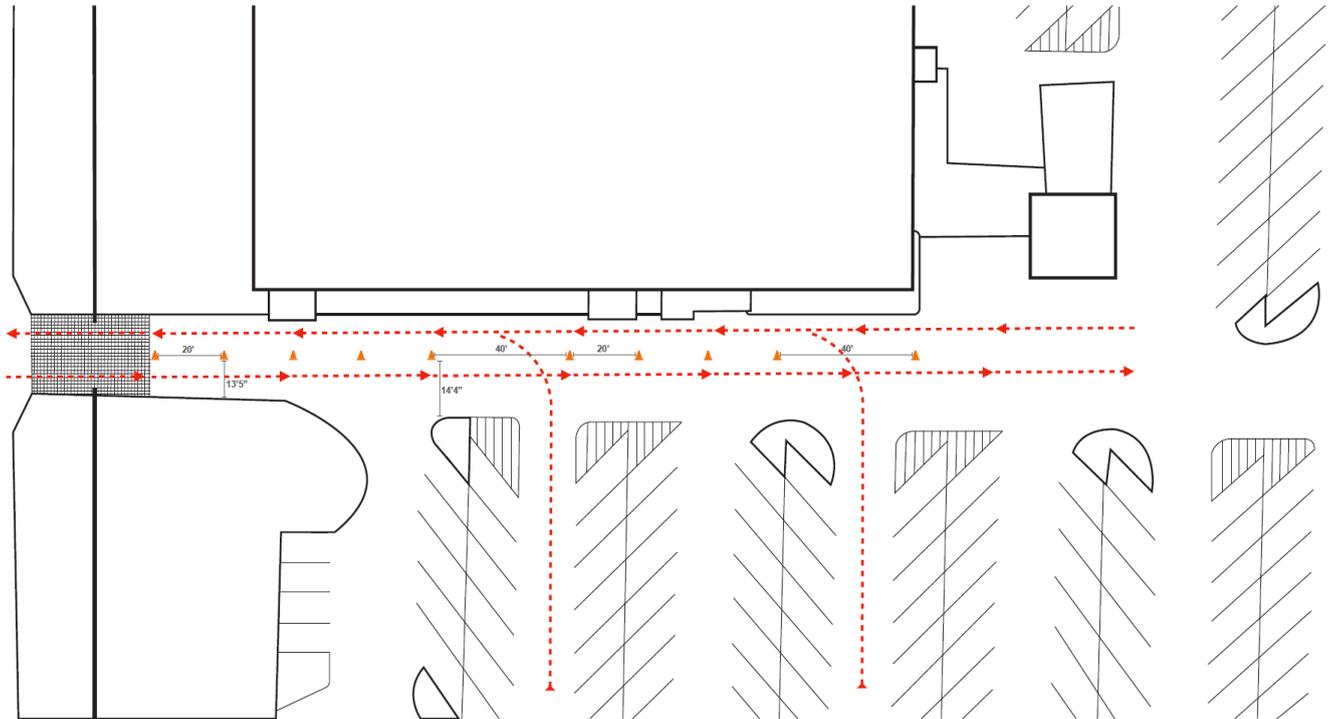
Legend	
(14 volunteers)	
<span style="background-color: #008000; color: white; padding: 2px;">6</span>	These positions must be manned by Attendants before and after session. Remain 30 minutes into start of session and arrive 30 minutes before end of session.
<span style="background-color: #ffa500; color: white; padding: 2px;">2</span>	Positions P1 - P2 must be manned by Parking Attendants at all times.
<span style="background-color: #ffa500; color: white; padding: 2px;">6</span>	Positions P3 - P8 must be manned by Parking Attendants before and after session.
<p>Note: Positions P3 &amp; P5 work together to safely merge traffic to exit property.</p>	

**Southside zone:**

At the South gate, set up the cones to create an entry and exit path as follows.

FREMONT ASSEMBLY HALL - [South Gate Entrance](#)  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



**Legend**

- ▲ Cones - Qty: 10
- ▲ Distance between cones: 20ft (40ft for areas in line with Car Egress Path)



## Parking Ingress

**Assistant Parking Overseer:** Vehicles

**Key Man:** Lots

**Personnel Needed:** 18

**Responsibilities:** Starting at 6:30 AM, when the gates open, the Parking Department will assume control of the North and South gates first and then all parking areas. Parking attendants at the gates should be very alert to who is entering the parking areas. Doors to the Assembly Hall open at 7:00 am. The Parking Department will direct traffic only on Fremont Assembly Hall property. At no time should a parking attendant direct traffic on Osgood Road.

Vehicles will be parked nearest to the venue first. Using the techniques and fundamentals mentioned in the Parking Training program, the lot captain and pivot point brothers may create long lines to absorb vehicles or create multiple lines to keep traffic flowing and avoid a backup of vehicles at the entrance. To prioritize pedestrian safety, parking attendants will park a vehicle every other spot.

On ingress at the North gate there will be one lane for entrance (closest to the building) and one for exit (closest to parking lot).

## All Languages- Circuit Event

**CIRCUIT EVENT - Parking Ingress**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



# All Languages- Regional Convention

## REGIONAL CONVENTION - Parking Ingress FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



## Parking Ingress Sequence All Languages- Regional Convention and Circuit Assembly

Begin by filling South, North and East lots identified by the color (**orange**). Once these lots reach full capacity, proceed to park vehicles in the sequence outlined below. Parking in the **red** area is prohibited. The **blue** area in the North lot section is reserved for elderly/infirm.

1. **Green** areas
  - a. These include hash-marked areas.
  - b. Do not park vehicles in front of the gate enclosure or obstructing its opening.
2. **Blue** Warehouse apron (for Circuit events consult the Assembly Hall event contact)
3. **Yellow** North Access Road. Follow the instructions below if it necessary to use:
  - a. Notify the Attendant Department to provide a key for unlocking the gate.
  - b. Station two [2] Parking Attendants to be posted at the North Access Road gate.
  - c. Begin parking cars as close as possible to the gate in a single line formation on the left side. Ensure adequate spacing between vehicles to allow a driver to exit.
  - d. Once cars are parked, the vehicle can only exit out the gate and not allowed to back up on the road.
4. In the event the above sequence is implemented, the Parking Department overseer will communicate with the Convention committee coordinator who will update the Event Contact.

**Note: Once the overflow parking of the North Access Road begins event oversight will need to talk with the Assembly Hall event contact and contract representative to determine if any additional spaces are available. Once all spaces outlined above are full, we may need to close the lot to additional vehicles.**

## Overflow Sequence- Circuit Event

CIRCUIT EVENT - [Overflow Sequence of Parking Vehicles](#)  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



Overflow Sequence	
<span style="color: green;">■</span>	First
<span style="color: blue;">■</span>	Second (Consult with Assembly Hall Contact First)
<span style="color: yellow;">■</span>	Third
<span style="color: red;">■</span>	No parking

# Overflow Sequence- Regional Convention

REGIONAL CONVENTION - Overflow Sequence of Parking Vehicles  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



Overflow Sequence	
	First
	Second (Trucking Pass)
	Third
	No parking

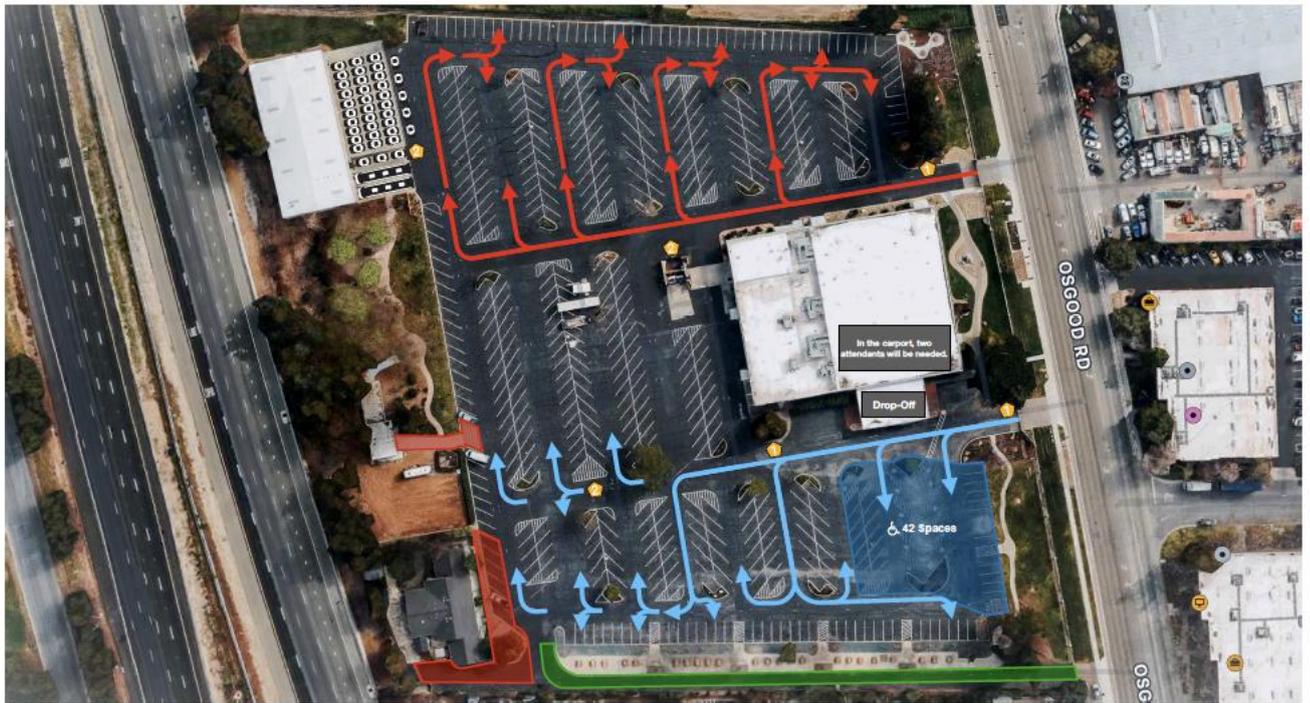
## Verification of Pass/Carpooling All Languages- Regional Convention

Congregation Pass Verification Checkpoint: Located at the North gate and the South gate, each site will have one [1] attendant from the Attendant Department.

Attendant Verification Checkpoint: There will be four [4] movable checkpoints, each with two [2] attendants and one [1] parking attendant. The attendant department brother will notify the parking attendant if the vehicle is allowed to park.

### REGIONAL CONVENTION - Parking Ingress Checkpoints FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



All Congregations will receive a limited amount of congregation passes, allowing them to park.

The attendant department may include sisters at the checkpoint who will be checking the following details:

1. Congregation name
2. Convention date
3. Pass number
4. Verifying 4 passengers or more

If for any reason the details above do not meet the assigned event requirements, the attendant personnel will inform the parking attendant to direct the vehicle to the Attendant Verification site. There will be four [4] Attendant Verification sites each with one [1] parking attendant readily available to assist with directing the vehicle to resume parking flow or exit the premise.

The parking attendants will ensure the vehicle is directed to the Attendant Verification site and minimize creating an interruption to the traffic flow. This calls for good communication with the Attendant department personnel.

If a vehicle used the drop-off area and intends to park, they should still have their congregation parking pass. If they do not have an approved congregation parking pass, the attendant department personnel will inform the parking attendant to direct the vehicle to the Attendant Verification site. In each case the attendant department will notify the parking attendants if the vehicle is allowed to park or exit.

If an interested person arrives with or without an invitation, the attendant department personnel should allow them to park. Extra parking spaces should be used sparingly so that there is enough room for interested ones.

So that individuals are not turned away, the Convention Coordinator and Parking Overseer should work together in advance to maintain regular communication with each congregation, confirming that each congregation is properly utilizing the parking pass arrangement prior to the event. In doing so, this will reduce the chances of an individual being turned away.

The verification attendant should show reasonableness and soundness of mind when dealing with those not assigned to the convention. The determination of whether there is enough parking for all assigned should be clearly communicated between the Parking Overseer and the Attendant

## Parking Egress

**Assistant Parking Overseer:** Vehicle/Support

**Key Man:** Lots

**Personnel Needed:** 18

**Responsibilities:** Parking Department attendants will be ready to direct traffic 30 minutes before the conclusion of the program. Parking attendants will make pedestrian safety a priority by directing vehicles safely and efficiently. They will direct traffic only on Fremont Assembly Hall property and not on Osgood Road. The Attendant Department will assist delegates at the end of the program in exiting the Assembly Hall safely and in an orderly way.

The parking attendants at the gates will use constant hand gestures to direct vehicles to turn right on Osgood Road when leaving the Assembly Hall. Allowing the friends to turn left, presents a risk. The freeway can still be reached by turning right on Washington Blvd.

On egress at the North gate, there will be one lane for entrance (closest to parking lot) and one for exit (closest to the building).

### FREMONT ASSEMBLY HALL- [Parking Egress](#)

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



**Rideshare / Food Delivery Vehicles All Languages- Regional Convention and Circuit Assembly**

**Assistant Parking Overseer:** Drop Off / Pick Up

**Key Man:** Passenger Vehicle

**Personnel Needed:** 1

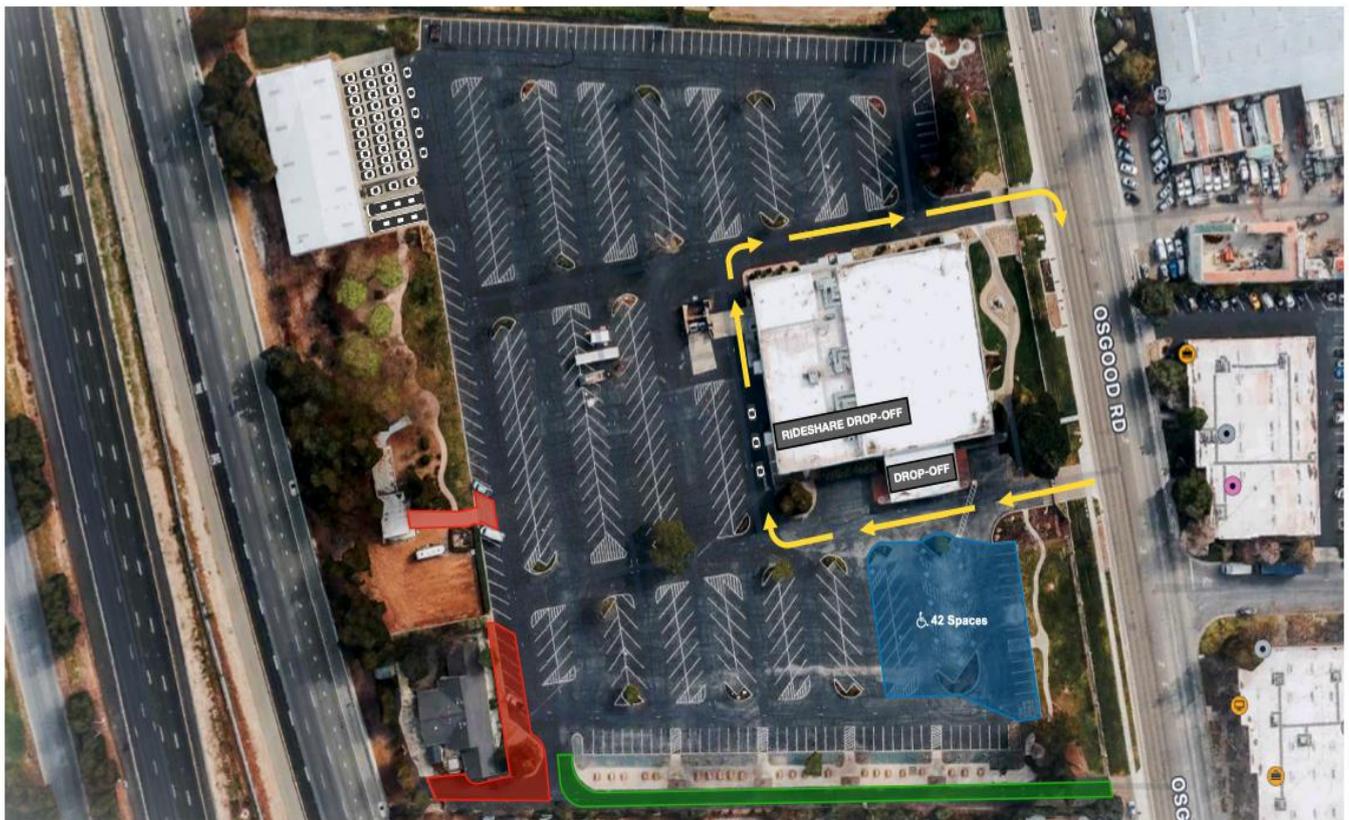
**Responsibilities** Rideshare vehicles should enter through the North gate. Parking attendants from the ingress/egress team will direct rideshare drivers to drive past the carport and then make a right turn.

Food delivery vehicles should enter through the North gate. Parking attendants will direct food delivery drivers to drive past the carport and then make a right turn. They can then contact the one who ordered the service to meet them outside the Parking department door

One [1] parking attendant will motion the driver where to stop close to the building. Please provide rideshare / buses right of way when exiting. The parking attendant will inform the driver how to safely exit by instructing him to make a turn right after the trash enclosure and exit via the South gate.

REGIONAL CONVENTION - [Rideshare Drop-Off & Pick-Up](#)  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 12/30/2023)



**Bus Drop-Off - All Languages- Regional Convention**

**Bus Drop-Off:** If a congregation has chartered a bus, it should be dropped off on the east side of the building near the dining room

**Assistant Parking Overseer:** Drop Off / Pick Up

**Key Man:** Congregation Rental Bus

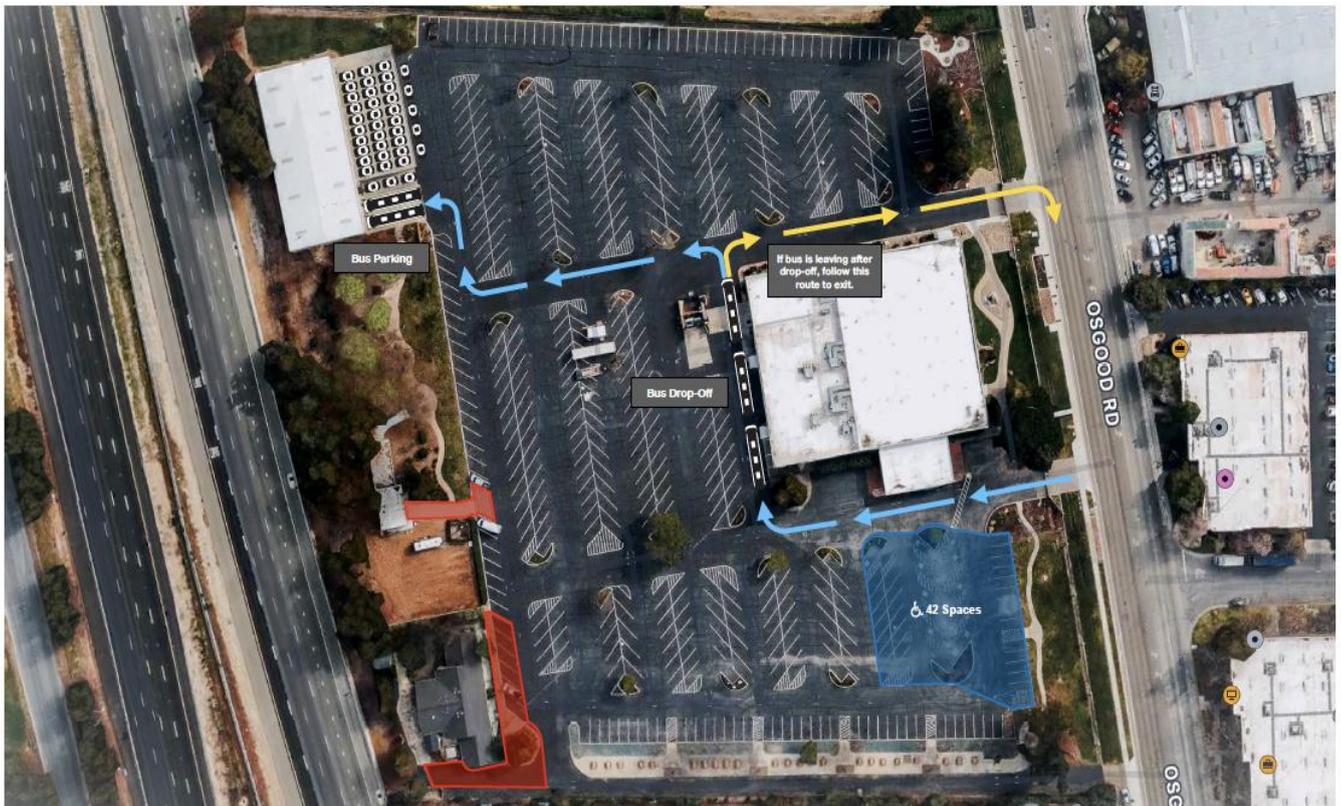
**Personnel Needed:** If Busses are used, an additional three (3) parking attendants will be needed.

**Responsibilities** Buses should enter through the North gate. Parking attendants will direct the driver to turn right after the carport to the bus drop-off/pick-up area to unload passengers. One [1] parking attendant will motion where to park close to the building. If the bus will stay onsite, direct them to turn left at the trash enclosure and go to the back of the property to the CEP-WC warehouse apron (Blue arrows). Configure the bus parking area at the southeast side of the parking lot in South lot in front of CEP-WC warehouse. Please provide buses / rideshare vehicles right of way when exiting. If the bus will only drop off, the parking attendant will inform the driver how to safely exit by instructing him to make a turn right after the trash enclosure and exit via the South gate. (Yellow arrows).

**REGIONAL CONVENTION - Bus Drop-Off**

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)

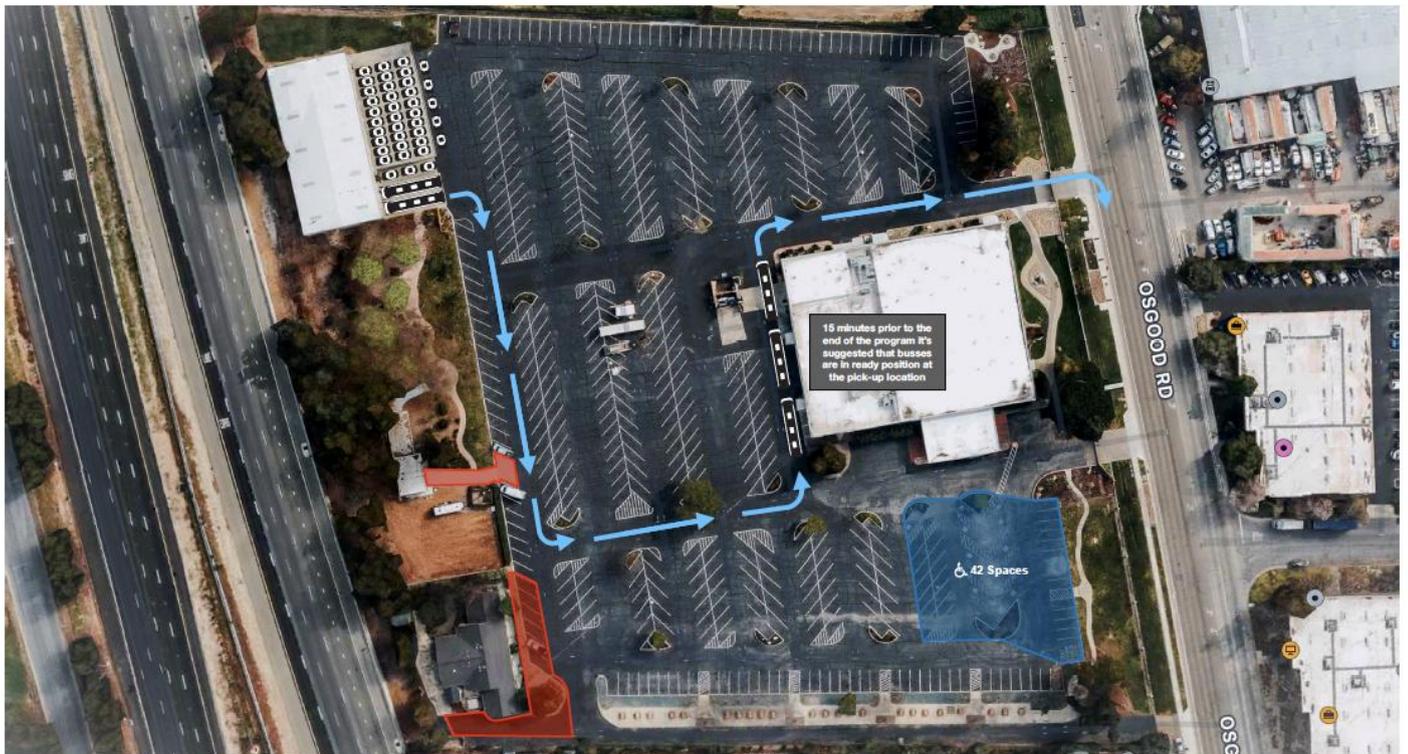


At egress, parking attendants will direct buses to follow the **blue** arrows through the east lot and form a line at the east of the building to pick up passengers. The parking attendant will inform the driver how to safely exit by instructing him to make a turn right after the trash enclosure and exit via the South gate.

Fifteen [15] minutes before the end of the program, buses should be in the ready position at the pickup location.

**REGIONAL CONVENTION - Bus Pick-Up**  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



## Parking Lot Car Count - All Languages- Regional Convention and Circuit Assembly

**Parking Lot Car Counts:** A parking lot count is needed at the same times an attendance count occurs (see circuit organization or Convention Committee coordinator). Please record the parking count in the parking usage document on JW Drive (Regional Conventions). **Please list actual filled spaces not empty stalls, enter numbers for each lot.**

### FREMONT ASSEMBLY HALL - Parking Lot Car Count

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 01/01/2026)



**Parking Stalls:** The Fremont Assembly Hall has a total of 499 parking stalls as follows:

- North Lot: 166
- South Lot: 202
- East Lot: 131

## Trucking Pass Location - All Languages- Regional Convention only

A limited number (up to 62) of trucking passes will be distributed by the Convention Committee. Parking attendants will direct vehicles that have the following pass to park at the warehouse apron and not in the North, South, and East lots. They should have the vehicle owner fill in name and phone on the pass and display it on the driver side dashboard. If congregations rents a bus, they can park on the North side of the apron. If no congregation uses buses then follow the “Trucking Parking Pass-with no Buses” map which allows (62) trucking passes.

If the CEP-WC or the LDC need to have a workday they will use the designated Bus parking section.

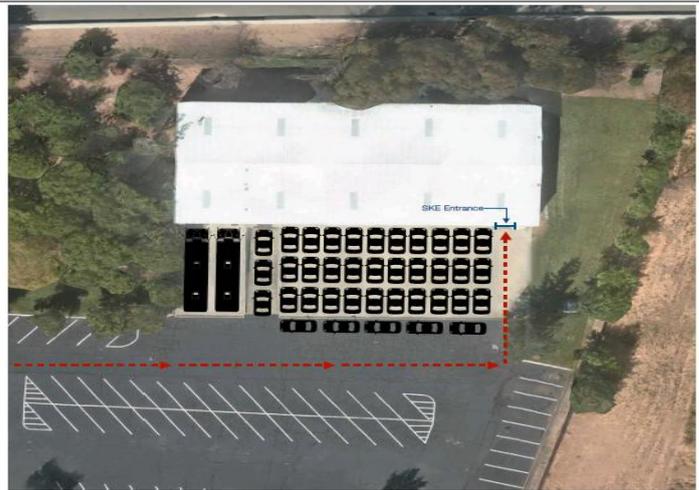
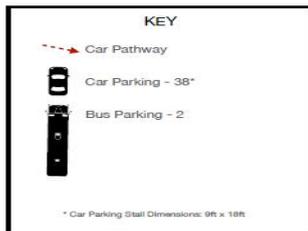
The contract representatives will park with a trucking pass on the landscape shed garage driveway.

At the end of the event return back all passes to the event contact.

## TRUCKING PARKING PASS LOCATION [WITH BUSES]

TRUCKING PARKING PASS LOCATION  
FREMONT ASSEMBLY HALL - FREMONT, CA

03/27/23



## TRUCKING PARKING PASS LOCATION [WITH NO BUSES]

REGIONAL CONVENTION - [TRUCKING PARKING PASS LOCATION - WITH NO BUSES](#)  
FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 06/01/2025)



**TRUCK PASS SAMPLE**



**Contract Representative = 1 to 4 - Trucking = 1 to 62**

**CEP-WC = 1 to 11 - LDC = 1 to 9**

**Congregation Bus = 1 to 2**

**Name: \_\_\_\_\_**

**Phone(s): \_\_\_\_\_**

**Department: \_\_\_\_\_**

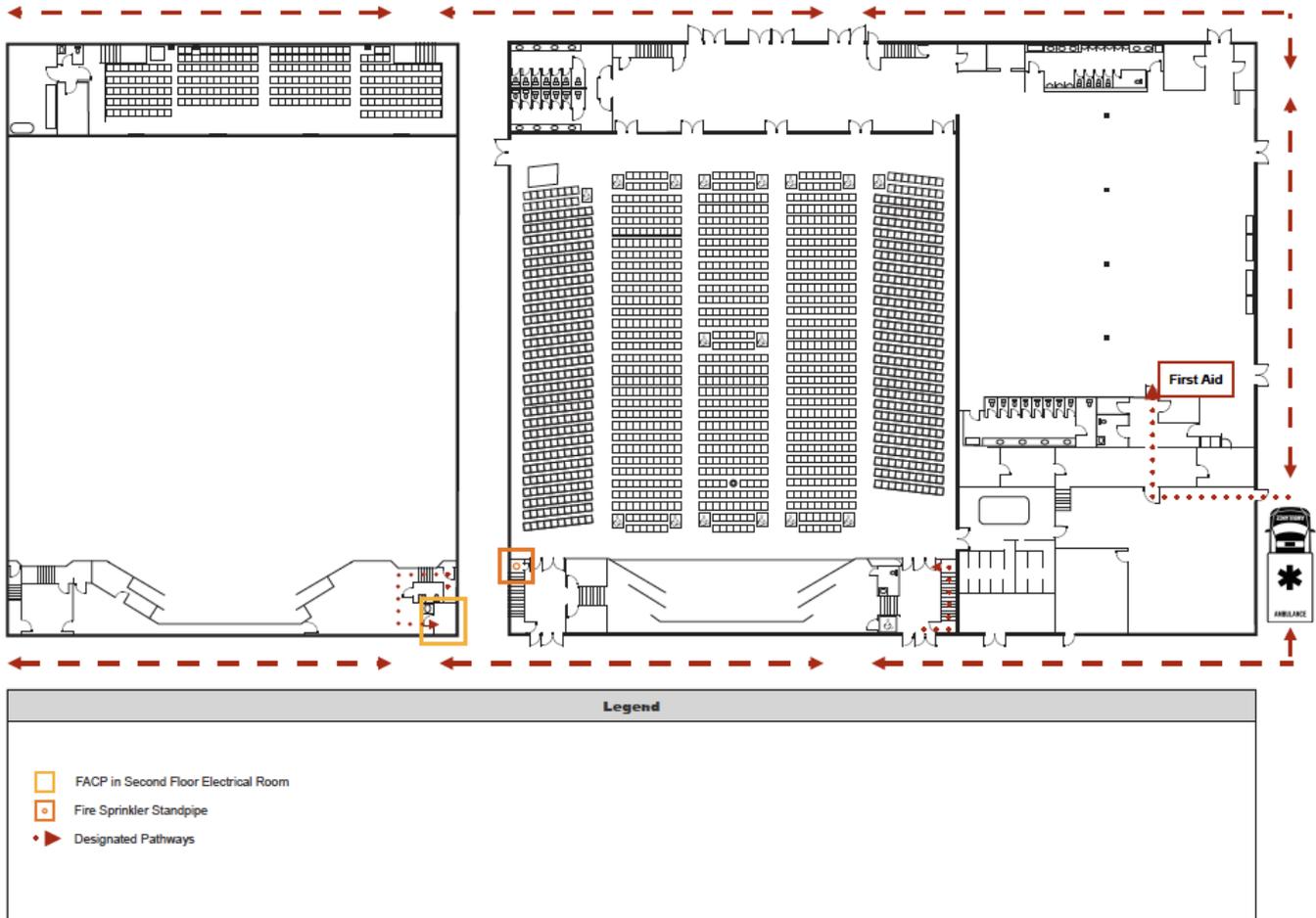
## First Responders Route - All Languages- Regional Convention

All parking attendants on duty will be informed if emergency services have been dispatched to the facility. They will ensure that the first responders have a clear route and provide directions when entering the property. Parking attendants will direct first responders towards the warehouse garage entrance.

### FREMONT ASSEMBLY HALL - Emergency Response Route

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



## Parking Security Rover

**Assistant Parking Overseer:** Vehicles/Support

**Key Man:** Lot Monitoring

**Personnel Needed:** 6

**Responsibilities:** Two [2] parking attendants will always patrol the parking areas during the program session. They should check the North, South and East lots (include North access road if used). Their presence and proactive approach can prevent vandalism, theft, and assaults. If they detect intruders, they should immediately use the 2-way radio and contact the Parking Department overseer, who will notify the Attendant Department overseer and then the Convention Committee Office.

Two [2] parking attendants will always be posted on the North and South gates. While displaying a welcoming demeanor, they will be vigilant on who enters the property and observe if the vehicle occupants have badge cards. Parking attendants should keep in mind that those who do not have a badge card may be interested ones who will need assistance. Brothers at the gates will maintain close communication with parking attendants during the ingress/egress shift and parking security rovers. Doing so will allow the Parking Department to be on alert to follow through and provide critical information of a vehicle and its occupants. Contact the Parking Department overseer who will then notify the Attendant Department overseer and then the Convention Committee Office for any issues.

Two [2] Parking attendants will be posted at the North Access Road if opened for use. The north and south gates will be manned from 6:30 a.m. to 6:30 p.m.. Commercial and postal deliveries are often expected during events, including weekends. Gate attendants should direct drivers to the assembly hall office.

### FREMONT ASSEMBLY HALL - [Parking Gate Attendants & Rovers](#)

FREMONT ASSEMBLY HALL - FREMONT, CA

(Revised 09/01/2024)



#### Legend

(8 volunteers)

-  Positions P1 - P4 (Stationary Attendants) must be manned by Parking Attendants at all times.
-  Positions P1 - P2 (Roving Attendants) must be manned by Parking Attendants at all times.
-  Positions P7 - P8 (Stationary Attendants) if North Gate is used, 2 Parking Attendants should be posted.

**Parking Meeting:** Circuit / Regional Convention: The Northeast entrance door by the parking department will be opened so parking Personnel may enter at 7:00 am the parking meeting can be held on the outside under the carport.

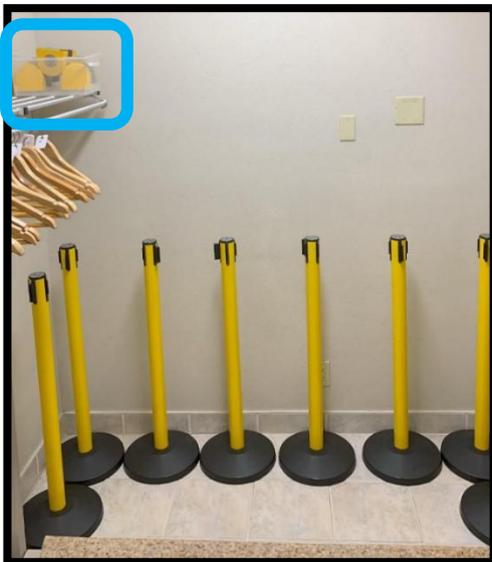
**Parking Equipment/Supplies:** A supply of cones is available at the recycle enclosure. Please return all cones that are used to their original location. Each Circuit / Convention Committee ensures that Parking attendants have their Personnel PPE or high visibility vests. Parking attendants are strongly encouraged to purchase their own high visibility vest.

**Reset of Parking Event- Equipment/Supplies:**

If your event is on Sunday and the Saturday circuit has left parking items out for you, you are responsible to return all items at the end of the day on Sunday:

- **12 Stanchions** (yellow) with retractable belts-Lost & Found room-Line up along the wall so the door swings easily. 6 on back wall, 2 on left wall, 4 on right wall
- **3 Retractable** barrier belts from carport pillars-Bin on shelf in Lost & Found room
- **Rolling sign**-SW corner of carport under the overhang (near bamboo)
- **Cones**-On carts, stacked by size, in the enclosure behind the dumpsters
- **Plastic stanchions** (orange)-In corner of enclosure behind the dumpsters

If you are unsure where items go, please ask the Event Contact.



## Personnel Needed:

**Minimum Personnel Needed** (Enough parking attendants should be recruited so they can be rotated in shifts.)

1	<b>Parking Overseer</b>
2	<b>Parking Assistants</b>
6	Parking Key Men
9	North Lot
9	South Lot
6	Drop off/ Pick-up
4	Parking Pass Verification Checkpoint
2	Passenger Vehicles & Congregation Bus
2	Personnel & Vehicle Assistance
2	Security- Roving
2	Security- North Gate
2	Security- South Gate
2	Security-North Access Rd <b>**If opened**</b>
47/49	<b>Total Needed</b>

## Department Organization

See **APPENDIX D-** Parking department organization sample for Assembly Halls

## ROOMING

40. Depending on local circumstances, a Rooming Department may not be needed. If a Rooming Department is needed, a location easily accessible to the attendees should be made available.

41. **Guest Rooms:** If guest rooms are available, they are generally reserved for those who serve as special full-time servants (SFTS). Guest rooms should be requested in writing to the Assembly Hall office at [ahfremontca.us@bethel.jw.org](mailto:ahfremontca.us@bethel.jw.org) prior to the circuit or convention program. Prior to your convention or circuit assembly, please check with the Assembly Hall overseer to determine the number of rooms that will be available. This is of particular importance during regional conventions as the number might vary.

42. Requests should be made at least 6 weeks in advance of the event. If no requests are received by that point, the Assembly Hall overseer may begin accepting reservation requests for other guests during those dates.

The stay is generally limited to 4 days, with check-in on Thursday afternoon after 3 p.m.. Guests may check out Sunday night or Monday morning.

Each guestroom will have a modest supply of food items for all incoming guests. While the Assembly Hall will assist, it is the Circuit Overseer's or Convention Committee's responsibility to see that the Branch Representative's needs are cared for. – See Circuit Organizations Guidelines 2:27-29 (S-330)

## APPENDIX A CIRCUIT ASSEMBLY ANNOUNCEMENTS

### ANNOUNCEMENTS—Circuit Assembly Fremont Assembly Hall September 1, 2025-2026

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#### MORNING

1. In the event of an emergency, directions will be given by the attendants on the emergency evacuation procedures.
2. Please note that the entire program is being broadcast in the main auditorium on FM frequency 72.1 MHz. in the Dining Room it is broadcast on FM frequency 75.5 MHz. You must use an FM radio to receive these broadcasts. They cannot be received by Internet radio apps on mobile devices.
3. For your safety, please exercise caution to avoid trips and falls. When using stairs, please use the handrails.
4. We encourage all to remain onsite for Christian fellowship while enjoying the afternoon meal at your seating location, dining room, and outside picnic areas. Please take caution to avoid spills. Should a spill occur, contact the Cleaning Department located in the dining area.
5. In the spirit of safety, Coolers, lunch bags, and other items should not be left unattended in the dining room nor the picnic tables outside during the program. All personal belongings should be kept with you at your seat or left in your vehicle. You may bring such belongings with you to the picnic tables during the lunch period and promptly remove them when you are finished eating. Thank you for your cooperation with this direction.
6. If a medical emergency arises, please contact a nearby attendant. He will immediately notify First Aid so that our first-aid personnel can render assistance and call 911 as needed.
7. Parents, please keep a close eye on your children at all times. Thank you for your cooperation with the Attendant Department in this matter.
8. Please empty all liquids from bottles and cans before placing them in the appropriate recycling bins.

Your cooperation with these arrangements is greatly appreciated.

#### BAPTISM ANNOUNCEMENT

1. The best view of the baptism will be from your seats, as the baptism will be shown on the monitors.

Family members, Bible teachers, and close friends are kindly asked to follow the direction of the attendants. The area beneath the monitor to the left of the stage may be used by these individuals while waiting for their family member's or student's congregation to be announced.

When the congregation is announced, please follow the direction of the attendants and step forward to view the baptism. After your family member or student has exited the pool, please exit the baptism area by following the attendants' directions so others may have the opportunity to view their family member's baptism.

Thank you for your cooperation.

ANNOUNCEMENTS—Circuit Assembly  
Fremont Assembly Hall  
September 1, 2025-2026

Pg.2

AFTERNOON

1. Before leaving today, please be sure to take your personal belongings. Also, it would be appreciated if you would pick up trash around your seating area.
2. If you are missing an item, please go to the Lost and Found Department to claim your missing belongings.
3. When exiting the parking lot, We ask to you make only right turns onto Osgood Road. This will help alleviate congestion and help with the flow of passing traffic. After turning right, continue down Osgood Road until you reach Washington Blvd. From there, you can turn right again to reach I-680. Or you can turn left to access Fremont Blvd., which leads to I- 880.
4. As a reminder, the gates to the Assembly Hall close 2 hours after the program ends. Please do not leave your vehicles parked on the property, as you will be unable to access your vehicle.

Your cooperation in these areas is greatly appreciated.

## APPENDIX B REGIONAL CONVENTION ANNOUNCEMENTS

ANNOUNCEMENTS—Regional Convention  
Fremont Assembly Hall  
May 2025

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### FRIDAY MORNING

1. In the event of an emergency, directions will be given by the attendants on the emergency evacuation procedures.
2. For your safety, please exercise caution to avoid trips and falls. When using stairs, please use the handrails.
3. We encourage all to remain onsite for Christian fellowship while enjoying the afternoon meal at your seating location or the outside picnic areas. Please take caution to avoid spills. Should a spill occur, contact the Cleaning Department located in the dining area.
4. In the spirit of safety, Coolers, lunch bags, and other items should not be left unattended in the picnic tables outside during the program. All personal belongings should be kept with you at your seat or left in your vehicle. You may bring such belongings with you to the picnic tables during the lunch period and promptly remove them when you are finished eating. Thank you for your cooperation with this direction.
5. Parents, please keep a close eye on your children at all times. Thank you for your cooperation with the Attendant Department in this matter.
6. Please empty all liquids from bottles and cans before placing them in the appropriate recycling bins.
7. Due to the limited number of parking stalls available at the Fremont Assembly Hall, we encourage you to follow the directions and arrangements that your congregation has provided. For your safety, **do not** park across the street as Osgood Road is a high-traffic area.

Your cooperation with these arrangements is greatly appreciated.

### FRIDAY AFTERNOON

1. Before leaving today, please be sure to take your personal belongings. Also, it would be appreciated if you would pick up trash around your seating area.
2. If you are missing an item, please go to the Lost and Found Department to claim your missing belongings.
3. Congregations are reminded of their cleaning assignment received in advance of the convention. At the end of this session, please report to the section assigned to your congregation and cooperate with your cleaning captain. Please see the Cleaning Department for directions if you are unsure of your congregation-assigned section.
4. As you leave the Assembly Hall, please follow the direction of the attendants. We ask to you make only right-hand turns onto Osgood Road. This will help alleviate congestion and help with the flow of passing traffic. After turning right, continue down Osgood Road until you reach Washington Blvd. From there, you can turn right again to reach I-680. Or you can turn left to access Fremont Blvd., which leads to I-880.

Your cooperation in these areas is greatly appreciated.

ANNOUNCEMENTS—Regional Convention  
Fremont Assembly Hall  
May 2025

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### SATURDAY MORNING

1. In the event of an emergency, directions will be given by the attendants on the emergency evacuation procedures.
2. For your safety, please exercise caution to avoid trips and falls. When using stairs, please use the handrails.
3. We encourage all to remain onsite for Christian fellowship while enjoying the afternoon meal at your seating location or the outside picnic areas. Please use caution to avoid spills. Should a spill occur, contact the Cleaning Department located in the dining area.
4. In the spirit of safety, Coolers, lunch bags, and other items should not be left unattended in the picnic tables outside during the program. All personal belongings should be kept with you at your seat or left in your vehicle. You may bring such belongings with you to the picnic tables during the lunch period and promptly remove them when you are finished eating. Thank you for your cooperation with this direction.
5. Parents, please keep a close eye on your children at all times. Thank you for your cooperation with the Attendant Department in this matter.
6. Please empty all liquids from bottles and cans before placing them in the appropriate recycling bins.
7. Due to the limited number of parking stalls available at the Fremont Assembly Hall, we encourage you to follow the directions and arrangements that your congregation has provided. For your safety, **do not** park across the street as Osgood Road is a high-traffic area.

### BAPTISM ANNOUNCEMENT

1. The best view of the baptism will be from your seats, as the baptism will be shown on the monitors.

Family members, Bible teachers, and close friends are kindly asked to follow the direction of the attendants. The area beneath the monitor to the left of the stage may be used by these individuals while waiting for their family member's or student's congregation to be announced.

When the congregation is announced, please follow the direction of the attendants and step forward to view the baptism. After your family member or student has exited the pool, please exit the baptism area by following the attendants' directions so others may have the opportunity to view their family member's baptism.

Thank you for your cooperation.

ANNOUNCEMENTS—Regional Convention  
Fremont Assembly Hall  
May 2025

Pg. 2

SATURDAY AFTERNOON

1. Before leaving today, please be sure to take your personal belongings. Also, it would be appreciated if you would pick up trash around your seating area.
2. If you are missing an item, please go to the Lost and Found Department to claim your missing belongings.
3. Congregations are reminded of their cleaning assignment received in advance of the convention. At the end of this session, please report to the section assigned to your congregation and cooperate with your cleaning captain. Please see the Cleaning Department for directions if you are unsure of your congregation-assigned section.
4. As you leave the Assembly Hall, please follow the direction of the attendants. We ask to you make only right turns onto Osgood Road. This will help alleviate congestion and help with the flow of passing traffic. After turning right, continue down Osgood Road until you reach Washington Blvd. From there, you can turn right again to reach I-680. Or you can turn left to access Fremont Blvd., which leads to I-880.
5. As a reminder, the gates to the Assembly Hall close 2 hours after the program ends. Please do not leave your vehicles parked on the property, as you will be unable to access your vehicle.

Your cooperation in these areas is greatly appreciated.

ANNOUNCEMENTS—Regional Convention  
Fremont Assembly Hall  
May 2025

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### SUNDAY MORNING

1. In the event of an emergency, directions will be given by the attendants on the emergency evacuation procedures.
2. For your safety, please exercise caution to avoid trips and falls. When using stairs, please use the handrails.
3. We encourage all to remain onsite for Christian fellowship while enjoying the afternoon meal at your seating location or the outside picnic areas. Please use caution to avoid spills. Should a spill occur, contact the Cleaning Department located in the dining area.
4. In the spirit of safety, Coolers, lunch bags, and other items should not be left unattended in the picnic tables outside during the program. All personal belongings should be kept with you at your seat or left in your vehicle. You may bring such belongings with you to the picnic tables during the lunch period and promptly remove them when you are finished eating. Thank you for your cooperation with this direction.
5. Parents, please keep a close eye on your children at all times. Thank you for your cooperation with the Attendant Department in this matter.
6. Please empty all liquids from bottles and cans before placing them in the appropriate recycling bins.

Your cooperation with these arrangements is greatly appreciated.

### SUNDAY AFTERNOON

1. Before leaving today, please be sure to take your personal belongings. Also, it would be appreciated if you would pick up trash around your seating area.
2. If you are missing an item, please go to the Lost and Found Department to claim your missing belongings.
3. Congregations are reminded of their cleaning assignment received in advance of the convention. At the end of this session, please report to the section assigned to your congregation and cooperate with your cleaning captain. Please see the Cleaning Department for directions if you are unsure of your congregation-assigned section.
4. As you leave the Assembly Hall, please follow the direction of the attendants. We ask to you make only right turns onto Osgood Road. This will help alleviate congestion and help with the flow of passing traffic. After turning right, continue down Osgood Road until you reach Washington Blvd. From there, you can turn right again to reach I-680. Or you can turn left to access Fremont Blvd., which leads to I-880.
5. As a reminder, the gates to the Assembly Hall close 2 hours after the program ends. Please do not leave your vehicles parked on the property, as you will be unable to access your vehicle.

Your cooperation in these areas is greatly appreciated.

## MAÑANA

1. En este momento, tomen nota de la salida más cercana. En caso de emergencia, se darán instrucciones sobre los procedimientos de evacuación de emergencia.
2. Tengan en cuenta que todo el programa se transmite en el auditorio principal en frecuencia FM de 72.1 MHz. En el comedor se transmite en frecuencia FM de 75.5 MHz. Debe usar una radio FM para recibir el programa. El programa no se podrá recibir mediante aplicaciones de radio por Internet en dispositivos móviles..
3. Por su seguridad, tengan cuidado para evitar tropiezos y caídas. Cuando utilicen las escaleras, usen los pasamanos.
4. Animamos a todos a permanecer en el lugar para disfrutar de compañerismo cristiano mientras disfrutan de la comida en los asientos, comedor y áreas de picnic al aire libre. Tengan cuidado y eviten los derrames. En caso de derrame, pónganse en contacto con el Departamento de Limpieza situado en el comedor.
5. Por motivos de seguridad, las neveras, las bolsas de almuerzo y otros artículos no deben dejarse desatendidos en la sala de usos múltiples tampoco en las mesas de picnic afuera durante el programa. Todas las pertenencias personales deben estar con usted en su asiento o dejarlas en su vehículo. Puede llevar sus pertenencias a las mesas de picnic durante el período de almuerzo y retirarlas rápidamente cuando haya terminado de comer. Agradecemos su cooperación con estas instrucciones
6. En caso de emergencia médica, hable con el acomodador más cercano. Este avisará inmediatamente a Primeros Auxilios para que nuestro personal de primeros auxilios pueda prestarle ayuda y llamar al 911 si es necesario.
7. Padres, les rogamos que vigilen de cerca a sus hijos en todo momento. Gracias por su cooperación con el Departamento de Acomodadores en este asunto.
8. Por favor, vacíen todos los líquidos de botellas y latas antes de depositarlos en los contenedores de reciclaje correspondientes.

Agradecemos mucho su cooperación al respecto.

## ANUNCIO DE BAUTISMO

La mejor vista del bautismo será desde sus asientos, ya que el bautismo se mostrará en las pantallas.

Se pide amablemente a los familiares, maestros y amigos cercanos que sigan las instrucciones de los acomodadores. El área debajo de la pantalla a la izquierda de la plataforma puede ser utilizada por ellos mientras esperan a que se anuncie la congregación de su familiar o estudiante.

Cuando se anuncie la congregación, por favor sigan las instrucciones de los acomodadores y avancen para ver el bautismo. Después, que su familiar o estudiante haya salido de la piscina, por favor salgan del área del bautismo siguiendo las instrucciones de los acomodadores para que otros también tengan la oportunidad de ver el bautismo de su familiar.

Gracias por su cooperación.

## TARDE

1. Antes de salir hoy, asegúrense de llevarse sus pertenencias personales. Además, se agradecería que recogieran la basura alrededor de sus asientos.
2. Si perdieron algún objeto, acudan al Departamento de Objetos Perdidos para reclamar sus pertenencias perdidas.
3. Al salir del estacionamiento, pedimos que giren solo a la derecha en Osgood Road. Esto ayudará a aliviar la congestión y ayudará con el flujo del tráfico que pasa. Después de girar a la derecha, continúen por Osgood Road hasta llegar a Washington Blvd. Desde allí, pueden girar a la derecha nuevamente para llegar a la I-680. O puede girar a la izquierda para acceder a Fremont Blvd., que conduce a la I-880.
4. Como recordatorio, las puertas del Salón de Asambleas se cierran 2 horas después de que finalice el programa. Por favor, no dejen sus vehículos estacionados en la propiedad, ya que no podrán acceder a ellos.

Agradecemos mucho su cooperación al respecto.

ANUNCIOS - Asamblea regional  
Salón de Asambleas de Fremont  
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### VIERNES POR LA MAÑANA

1. En este momento, tomen nota de la salida más cercana. En caso de emergencia, se darán instrucciones sobre los procedimientos de evacuación de emergencia.
2. Por su seguridad, tengan cuidado para evitar tropiezos y caídas. Cuando utilicen las escaleras, usen los pasamanos.
3. Animamos a todos a permanecer en el lugar para disfrutar de compañerismo cristiano mientras disfrutan de la comida en los asientos, o en las áreas de picnic al aire libre. Tengan cuidado y eviten los derrames. En caso de derrame, pónganse en contacto con el Departamento de Limpieza situado en el comedor.
4. Por motivos de seguridad, las neveras, las bolsas de almuerzo y otros artículos no deben dejarse desatendidos en las mesas de picnic afuera durante el programa. Todas las pertenencias personales deben estar con usted en su asiento o dejarlas en su vehículo. Puede llevar sus pertenencias a las mesas de picnic durante el período de almuerzo y retirarlas rápidamente cuando haya terminado de comer. Agradecemos su cooperación con estas instrucciones.
5. Padres, les rogamos que vigilen de cerca a sus hijos en todo momento. Gracias por su cooperación con el Departamento de Acomodadores en este asunto.
6. Por favor, vacíen todos los líquidos de botellas y latas antes de depositarlos en los contenedores de reciclaje correspondientes.
7. Debido a la cantidad limitada de estacionamiento disponible en el Salón de Asambleas de Fremont, les animamos a seguir las instrucciones y los preparativos de su congregación. Por su seguridad, **no** estacione al otro lado de la calle, ya que Osgood Road es una zona de mucho tráfico.

Agradecemos mucho su cooperación al respecto.

### VIERNES POR LA TARDE

1. Antes de salir hoy, asegúrense de llevarse sus pertenencias personales. Además, se agradecería que recogieran la basura alrededor de sus asientos.
2. Si perdieron algún objeto, acudan al Departamento de Objetos Perdidos para reclamar sus pertenencias perdidas.
3. Se recuerda a las congregaciones su asignación de limpieza que recibieron antes de la asamblea regional. Al final de esta sesión, preséntense en la sección asignada a su congregación y colaboren con su capitán de limpieza. Si no están seguros de la sección asignada a su congregación, consulten con el Departamento de Limpieza.
4. Al salir del Salón de Asambleas, sigan las instrucciones de los acomodadores. Les rogamos que giren solo a la derecha en Osgood Road. Esto ayudará a aliviar la congestión y ayudará con el flujo del tráfico que pasa. Después de girar a la derecha, continúen por Osgood Road hasta llegar a Washington Blvd. Desde allí, pueden girar a la derecha nuevamente para llegar a la I-680. O pueden girar a la izquierda para acceder a Fremont Blvd., que conduce a la I-880.

Agradecemos mucho su cooperación al respecto.

ANUNCIOS - Asamblea regional  
Salón de Asambleas de Fremont  
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### SÁBADO POR LA MAÑANA

1. En este momento, tomen nota de la salida más cercana. En caso de emergencia, se darán instrucciones sobre los procedimientos de evacuación de emergencia.
2. Por su seguridad, tengan cuidado para evitar tropiezos y caídas. Cuando utilicen las escaleras, usen los pasamanos.
3. Animamos a todos a permanecer en el lugar para disfrutar de compañerismo cristiano mientras disfrutan de la comida en los asientos, o en las áreas de picnic al aire libre. Tengan cuidado y eviten los derrames. En caso de derrame, pónganse en contacto con el Departamento de Limpieza situado en el comedor.
4. Por motivos de seguridad, las neveras, las bolsas de almuerzo y otros artículos no deben dejarse desatendidos en las mesas de picnic afuera durante el programa. Todas las pertenencias personales deben estar con usted en su asiento o dejarlas en su vehículo. Puede llevar sus pertenencias a las mesas de picnic durante el período de almuerzo y retirarlas rápidamente cuando haya terminado de comer. Agradecemos su cooperación con estas instrucciones.
5. Padres, les rogamos que vigilen de cerca a sus hijos en todo momento. Gracias por su cooperación con el Departamento de Acomodadores en este asunto.
6. Por favor, vacíen todos los líquidos de botellas y latas antes de depositarlos en los contenedores de reciclaje correspondientes.
7. Debido a la cantidad limitada de estacionamiento disponible en el Salón de Asambleas de Fremont, les animamos a seguir las instrucciones y los preparativos de su congregación. Por su seguridad, **no** estacione al otro lado de la calle, ya que Osgood Road es una zona de mucho tráfico.

Agradecemos mucho su cooperación al respecto.

### ANUNCIO DE BAUTISMO

La mejor vista del bautismo será desde sus asientos, ya que el bautismo se mostrará en las pantallas.

Se pide amablemente a los familiares, maestros y amigos cercanos que sigan las instrucciones de los acomodadores. El área debajo de la pantalla a la izquierda de la plataforma puede ser utilizada por ellos mientras esperan a que se anuncie la congregación de su familiar o estudiante.

Cuando se anuncie la congregación, por favor sigan las instrucciones de los acomodadores y avancen para ver el bautismo. Después, que su familiar o estudiante haya salido de la piscina, por favor salgan del área del bautismo siguiendo las instrucciones de los acomodadores para que otros también tengan la oportunidad de ver el bautismo de su familiar.

Gracias por su cooperación.

## SÁBADO POR LA TARDE

1. Antes de salir hoy, asegúrense de llevarse sus pertenencias personales. Además, se agradecería que recogieran la basura alrededor de sus asientos.
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4. Al salir del Salón de Asambleas, sigan las instrucciones de los acomodadores. Les pedimos que giren solo a la derecha en Osgood Road. Esto ayudará a aliviar la congestión y ayudará con el flujo del tráfico que pasa. Después de girar a la derecha, continúen por Osgood Road hasta llegar a Washington Blvd. Desde allí, pueden girar a la derecha nuevamente para llegar a la I-680. O pueden girar a la izquierda para acceder a Fremont Blvd., que conduce a la I-880.
5. Como recordatorio, las puertas del Salón de Asambleas se cierran 2 horas después de que finalice el programa. Por favor, no dejen sus vehículos estacionados en la propiedad, ya que no podrán acceder a ellos.

Agradecemos mucho su cooperación al respecto.

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### DOMINGO POR LA MAÑANA

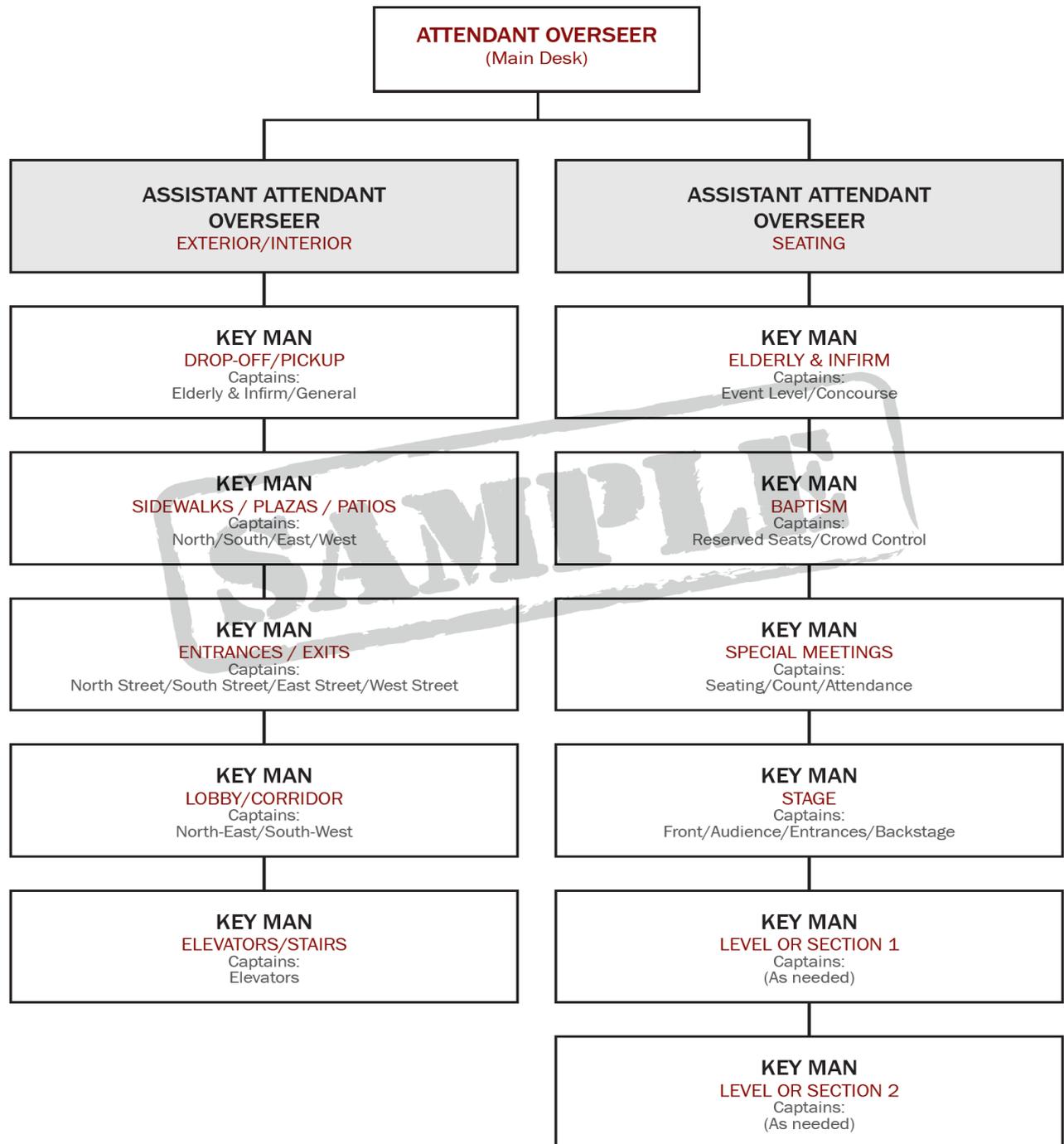
1. En este momento, tomen nota de la salida más cercana. En caso de emergencia, se darán instrucciones sobre los procedimientos de evacuación de emergencia.
  2. Por su seguridad, tengan cuidado para evitar tropiezos y caídas. Cuando utilicen las escaleras, usen los pasamanos.
  3. Animamos a todos a permanecer en el lugar para disfrutar de compañerismo cristiano mientras disfrutan de la comida en los asientos, o en las áreas de picnic al aire libre. Tengan cuidado y eviten los derrames. En caso de derrame, pónganse en contacto con el Departamento de Limpieza situado en el comedor.
  4. Por motivos de seguridad, las neveras, las bolsas de almuerzo y otros artículos no deben dejarse desatendidos en las mesas de picnic afuera durante el programa. Todas las pertenencias personales deben estar con usted en su asiento o dejarlas en su vehículo. Puede llevar sus pertenencias a las mesas de picnic durante el período de almuerzo y retirarlas rápidamente cuando haya terminado de comer. Agradecemos su cooperación con estas instrucciones.
  5. Padres, les rogamos que vigilen de cerca a sus hijos en todo momento. Gracias por su cooperación con el Departamento de Acomodadores en este asunto.
  6. Por favor, vacíen todos los líquidos de botellas y latas antes de depositarlos en los contenedores de reciclaje correspondientes.
- Agradecemos mucho su cooperación al respecto.

### DOMINGO POR LA TARDE

1. Antes de salir hoy, asegúrense de llevarse sus pertenencias personales. Además, se agradecería que recogieran la basura alrededor de sus asientos.
  2. Si perdieron algún objeto, acudan al Departamento de Objetos Perdidos para reclamar sus pertenencias perdidas.
  3. Se recuerda a las congregaciones su asignación de limpieza que recibieron antes de la asamblea regional. Al final de esta sesión, preséntense en la sección asignada a su congregación y colaboren con su capitán de limpieza. Si no están seguros de la sección asignada a su congregación, consulten con el Departamento de Limpieza.
  4. Al salir del Salón de Asambleas, sigan las instrucciones de los acomodadores. Les pedimos que giren solo a la derecha en Osgood Road. Esto ayudará a aliviar la congestión y ayudará con el flujo del tráfico que pasa. Después de girar a la derecha, continúen por Osgood Road hasta llegar a Washington Blvd. Desde allí, pueden girar a la derecha nuevamente para llegar a la I-680. O pueden girar a la izquierda para acceder a Fremont Blvd., que conduce a la I-880.
  5. Como recordatorio, las puertas del Salón de Asambleas se cierran 2 horas después de que finalice el programa. Por favor, no dejen sus vehículos estacionados en la propiedad, ya que no podrán acceder a ellos.
- Agradecemos mucho su cooperación al respecto.

**APPENDIX C- REGIONAL CONVENTION AND CIRCUIT ORGANIZATION  
ATTENDANT ORGANIZATION SAMPLE FOR  
ASSEMBLY HALLS**

**ATTENDANT ORGANIZATION CHART  
ASSEMBLY HALLS**



APPENDIX D- REGIONAL CONVENTION AND CIRCUIT ORGANIZATION  
PARKING ORGANIZATION SAMPLE FOR  
ASSEMBLY HALLS

PARKING ORGANIZATION CHART  
ASSEMBLY HALL

Revised (1/31/23)

