

90 DALLAS CAMERA CLUB



Inspiring Photographers For 90 Years 1934-2024

Northaven Church DCC Meeting Facility Setup Floor Plans

Don Haig
DCC House Management Team Leader
1/16/24

Table of Contents

- [3. DCC House Management Team](#)
- [4. DCC Use of Northaven Church Facilities](#)
- [7. DCC Member Access- 1st Floor Plan](#)
- [8. DCC Areas of Use- 2nd Floor Plan](#)
- [9. Table & Chair Requirements- Summary](#)
- [10. Meeting Rooms- Initial Setup for Training Sessions](#)
- [11. Meeting Rooms- Transition Setup for General Meeting](#)
- [13. 2nd Floor Gallery- Competition Meetings Print Display](#)
- [18. 2nd Floor Hallway- Membership & Print Intake Tables](#)
- [21. Resource Locations within Northaven Church](#)

DCC House Management Team

- The House Management Team manages the club's use of rented facilities, and the setup/teardown of DCC A/V equipment and computers used during meetings.
- The House Management Team also interacts with facility management, as necessary.
- The team rotates coverage of its responsibilities, with a primary and backup House Manager assigned for each DCC meeting.
- Current members of the team are:
 - Don Haig, donhaig@gmail.com, 214-244-0775
 - Keni Evans, keni_evans@outlook.com, 214 668-5281
 - Stephen Evans, stephenaevans@sbcglobal.net, 972 740-6943
 - Steve Reeves, steve@makeshiftphoto.com, 972 310-9657

DCC Use of Northaven Church Facilities

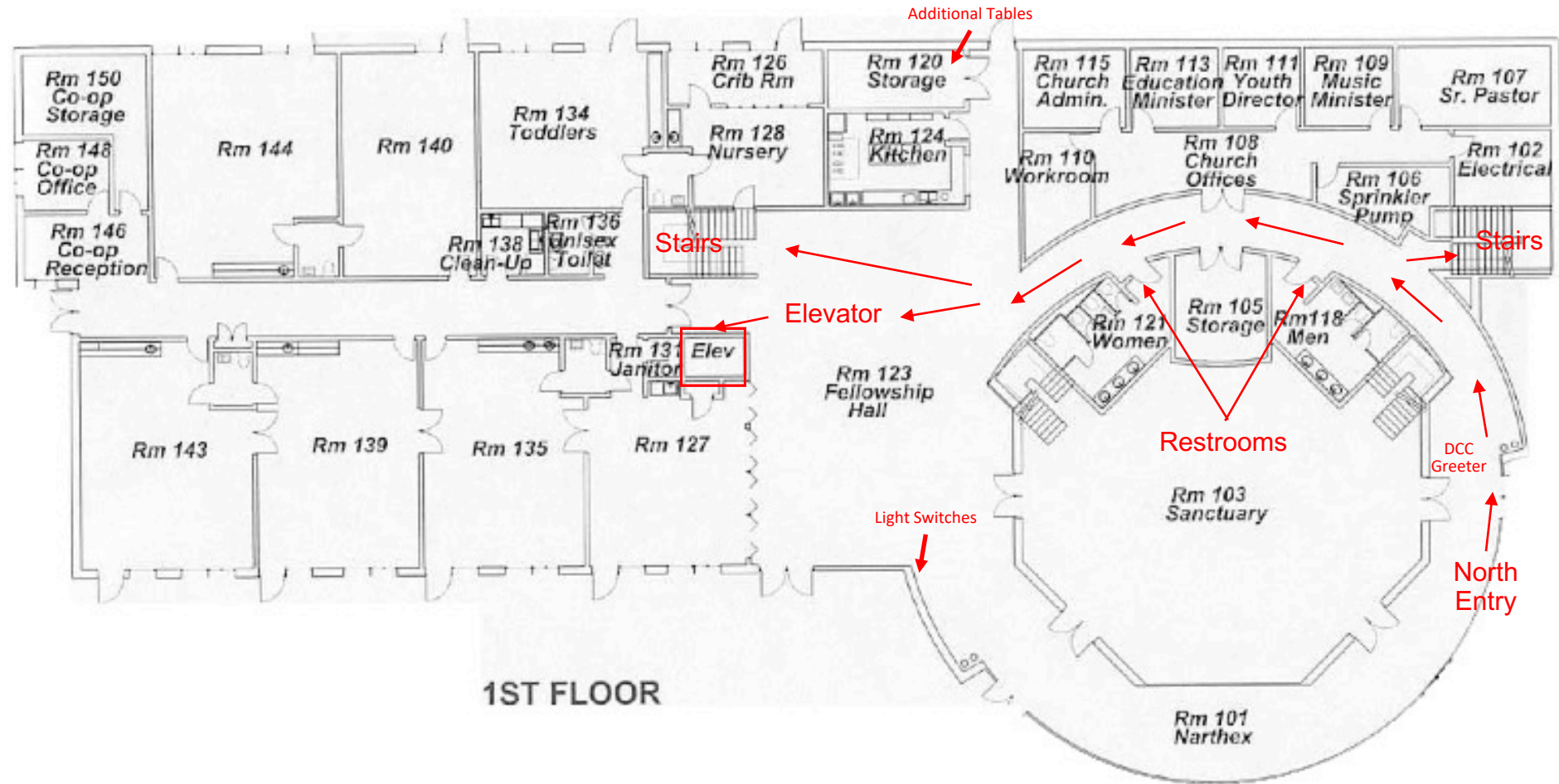
- DCC meets on the 2nd and 4th Tuesdays each month. Training sessions precede the General Meetings.
 - 2nd Tuesdays- Competition Meetings (Judged prints are displayed and prints for the next competition are submitted)
 - 4th Tuesdays- Program Meeting (Guest speakers present on various topics)
- Room 237 will be utilized for Training sessions.
- Rooms 237 & 239 will be combined for the General Meetings.
- DCC understands the staff of Northaven Church will set up tables and chairs in advance of meetings, as requested by DCC. The floor plans on following slides show the desired arrangements.
- DCC will set up its own A/V and computer equipment for use in its meetings. DCC does plan to utilize the built-in projection screens in both rooms.

DCC Use of Northaven Church Facilities (cont.)

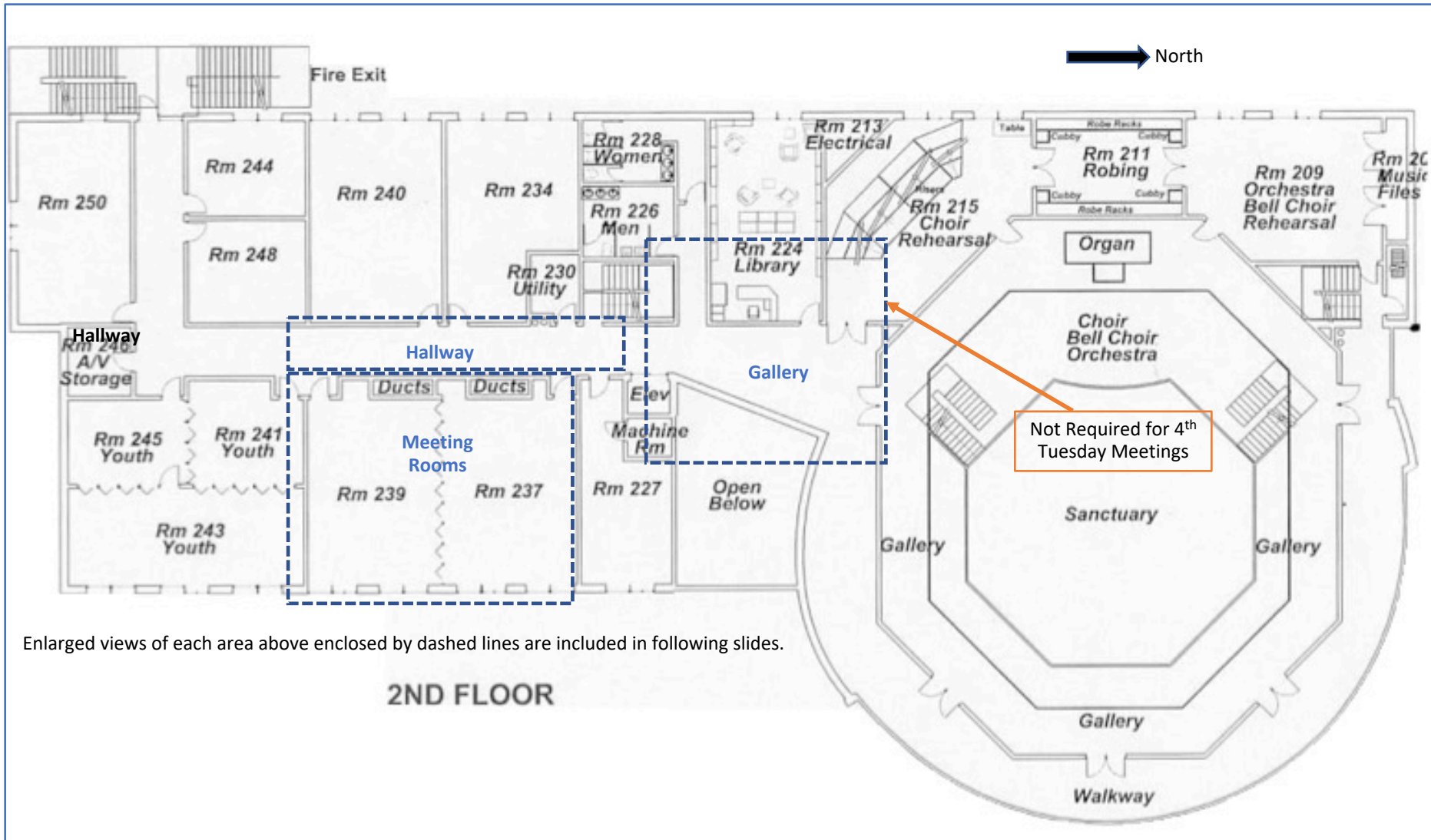
- Training sessions will be held in Room 239 beginning at 615PM.
 - Seating will be arranged at two rows of tables with chairs and one row of chairs only to accommodate up to 29 participants.
 - Tables in Room 237 will also be setup in advance, and adjusted following the training sessions, when the rooms are combined.
- At the conclusion of training session, at 715PM, the movable partition wall will be opened to use the combined spaces of Rooms 237 and 239. DCC personnel will handle the transition, opening the partition wall and moving tables and chairs to the configuration shown on slide 9, for the General Meeting.
- Following conclusion of the General Meeting sessions, Northaven Church staff will return the tables and chairs to storage locations, or configure them as needed for other uses.
- DCC will return it's A/V equipment and computers to its storage cabinet located in the southwest corner of Room 237.

DCC Member Access- 1st Floor Plan

North →



DCC Areas of Use- 2nd Floor Plan

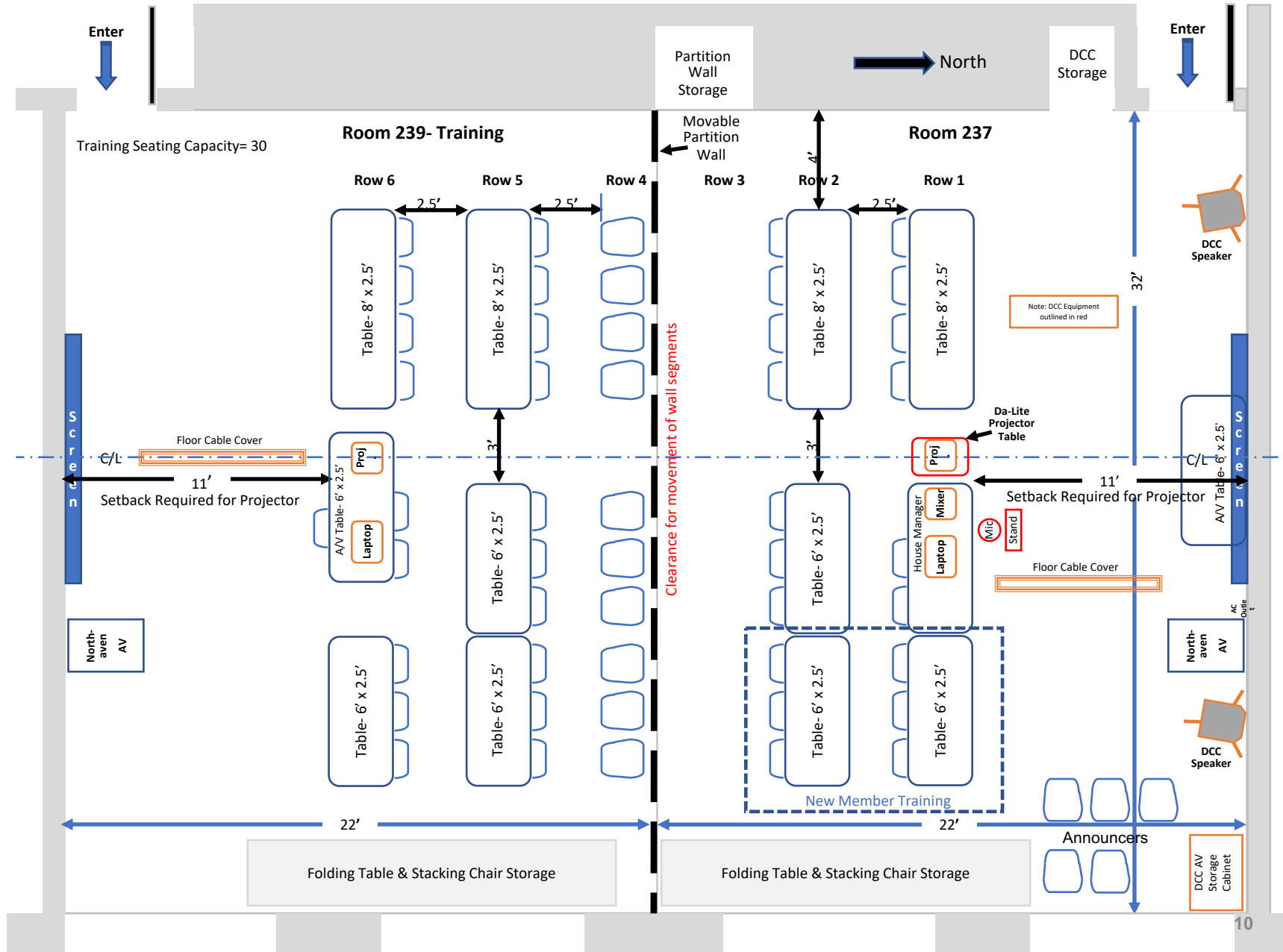


Enlarged views of each area above enclosed by dashed lines are included in following slides.

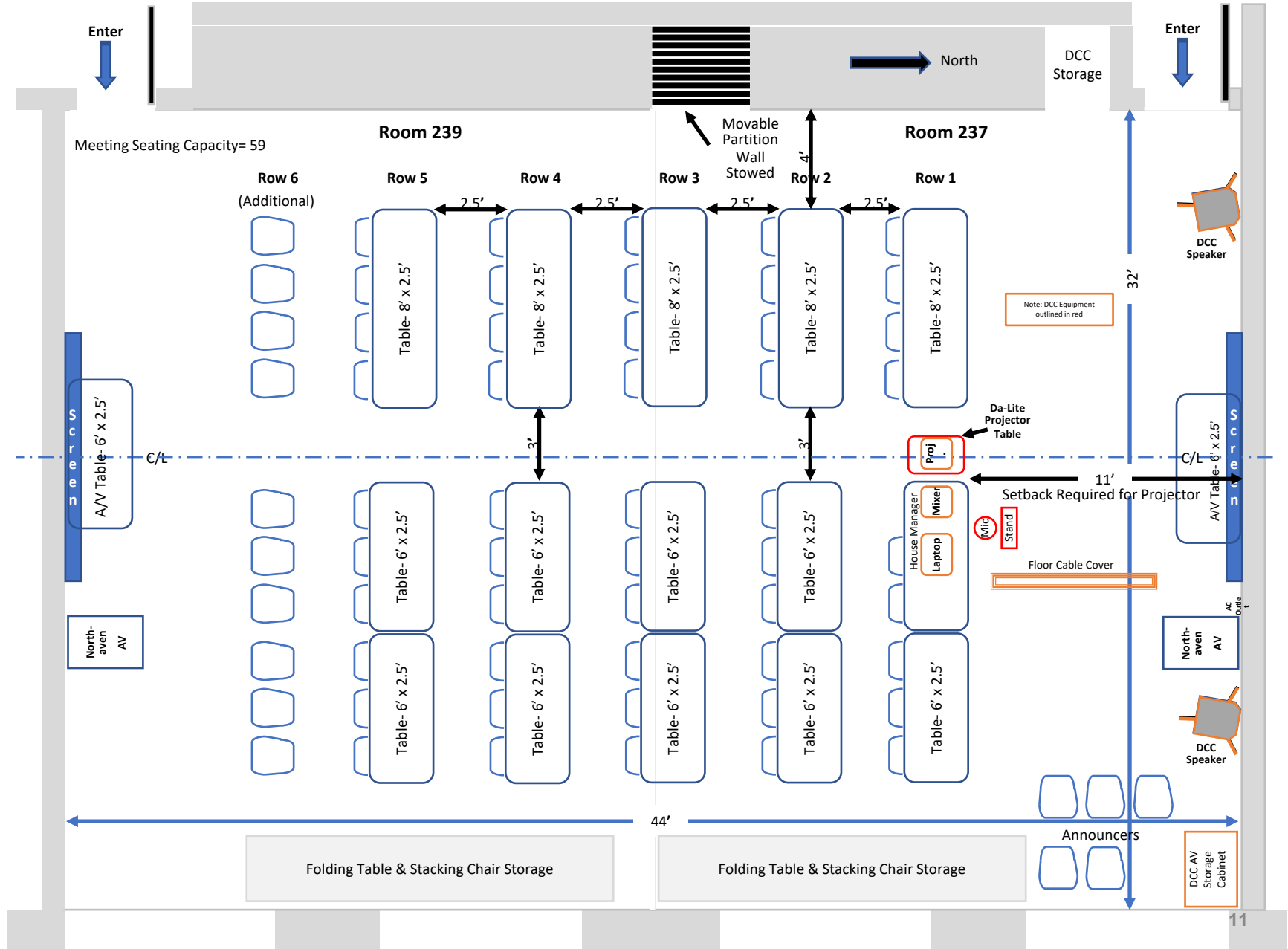
Table & Chair Requirements- Summary

	Meeting Day of Month	
	2nd Tuesday	4th Tuesday
Meeting Type	Competition	Program
Location		
Meeting Room 239- Training		
Tables- 6 foot	4	4
Tables- 8 foot	2	2
A/V Tables	2	2
Chairs	30	30
Meeting Room 239- General Meeting		
Chairs (additional)	11	11
Meeting Room 237- General Meeting		
Tables- 6 foot	6	6
Tables- 8 foot	3	3
A/V Tables	1	1
Chairs	24	24
Gallery- Print Display		
Tables- 6 foot	5	
Tables- 8 foot	2	
Hallway		
Tables- 6 foot	3	3
Chairs	3	3
Total Requirements		
Tables- 6 foot	18	13
Tables- 8 foot	7	5
A/V Tables	3	3
Chairs	68	68

Meeting Rooms- Initial Setup for Training Sessions



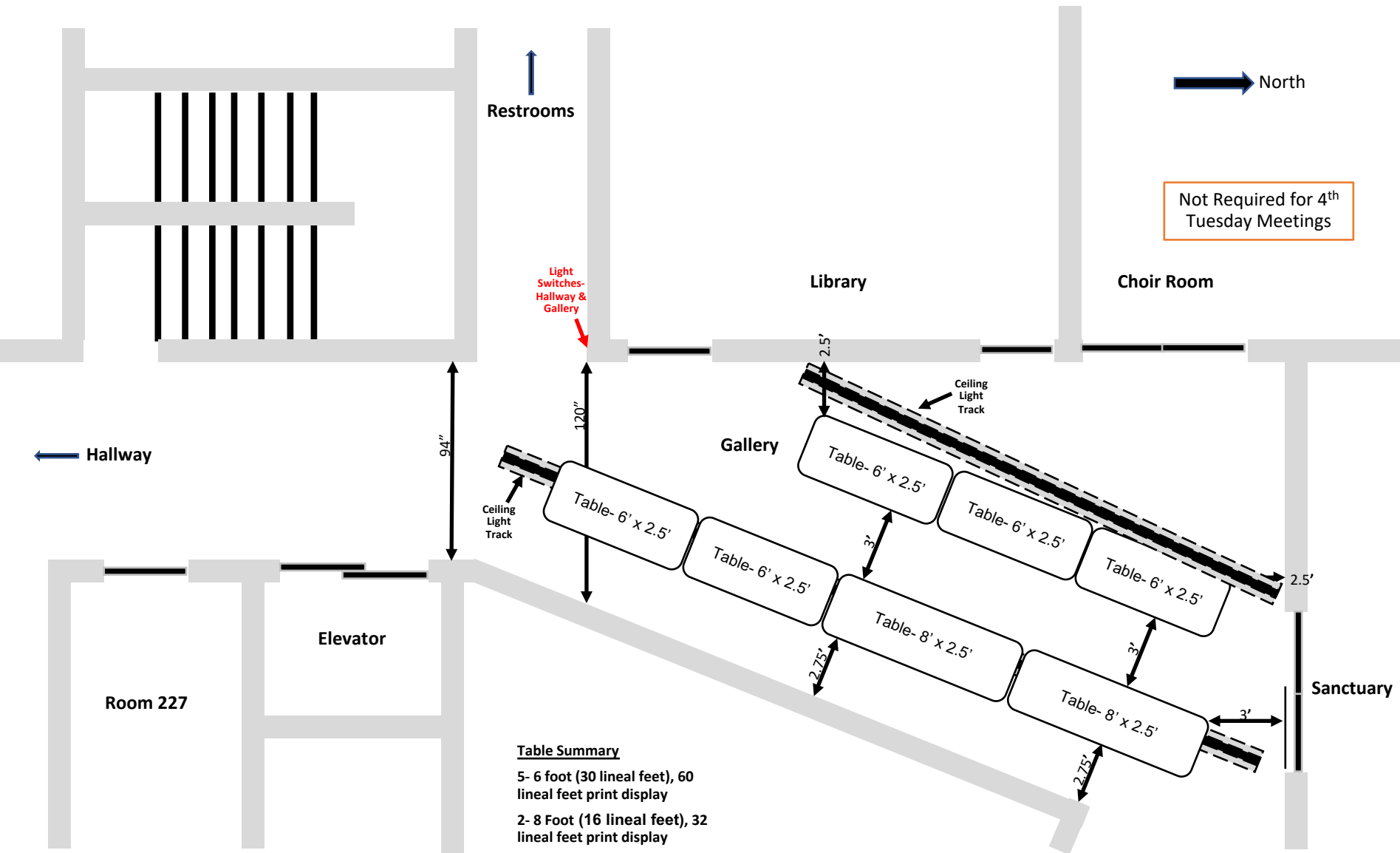
Meeting Rooms- Transition Setup for General Meeting



Transition Procedure following Training Session to Set Up for General Meeting (DCC personnel)

Step Sequence	Description	Responsibility	Notes
1	At conclusion of training, announce start of room transition	Training Instructor	
2	Unlock and begin opening of partition wall, storing sections in recess on west side of Room 237	House Manager(s)	
3	Retract projection screen in Room 239	Training Instructor	
4	Remove extension cord from floor cable cover. Coil extension cord and fasten with Velcro strap	Training Instructor	
5	Place projector and laptop computer into cases	Training Instructor	
6	Move A/V table in Room 239 against South wall, under projection screen	Training Instructor	
7	Return projector, computer, extension cord and floor cable cover to storage location(s)	Training Instructor	
8	Move chairs to the South side of tables in Room 239 and rotate to face North	DCC Members	Begin following Step 4
9	Place 1 additional chairs in Row 5 in place of A/V table	DCC Members	Begin following Step 6
10	Setup 1 6' table in Row 5, replacing the A/V table	DCC Members	
11	Place 10 additional chairs along the South wall of Room 239, spacing chairs to match other rows	DCC Members	
12	Complete opening of partition wall	House Manager(s)	
13	Setup tables for Row 3 in Room 237	House Manager(s)	
14	Move chairs in Row 4 (Room 239) for use with tables in Row 3 (from Room 237)	DCC Members	
15	Adjust spacing of all rows of tables and chairs to provide minimum 2.5 feet spacing between rows	House Manager(s)	
16	Verify clear sight lines to projection screen in Room 237	House Manager(s)	
17	Ensure passages to exits are unobstructed (for exit in the event of emergency)	House Manager(s)	

2nd Floor Gallery- Competition Meetings Print Display



2nd Floor Gallery- Print Display- View to North



Not Required for 4th
Tuesday Meetings

2nd Floor Gallery- Print Display- View to West



Not Required for 4th
Tuesday Meetings

2nd Floor Gallery- Print Display- View to South #1

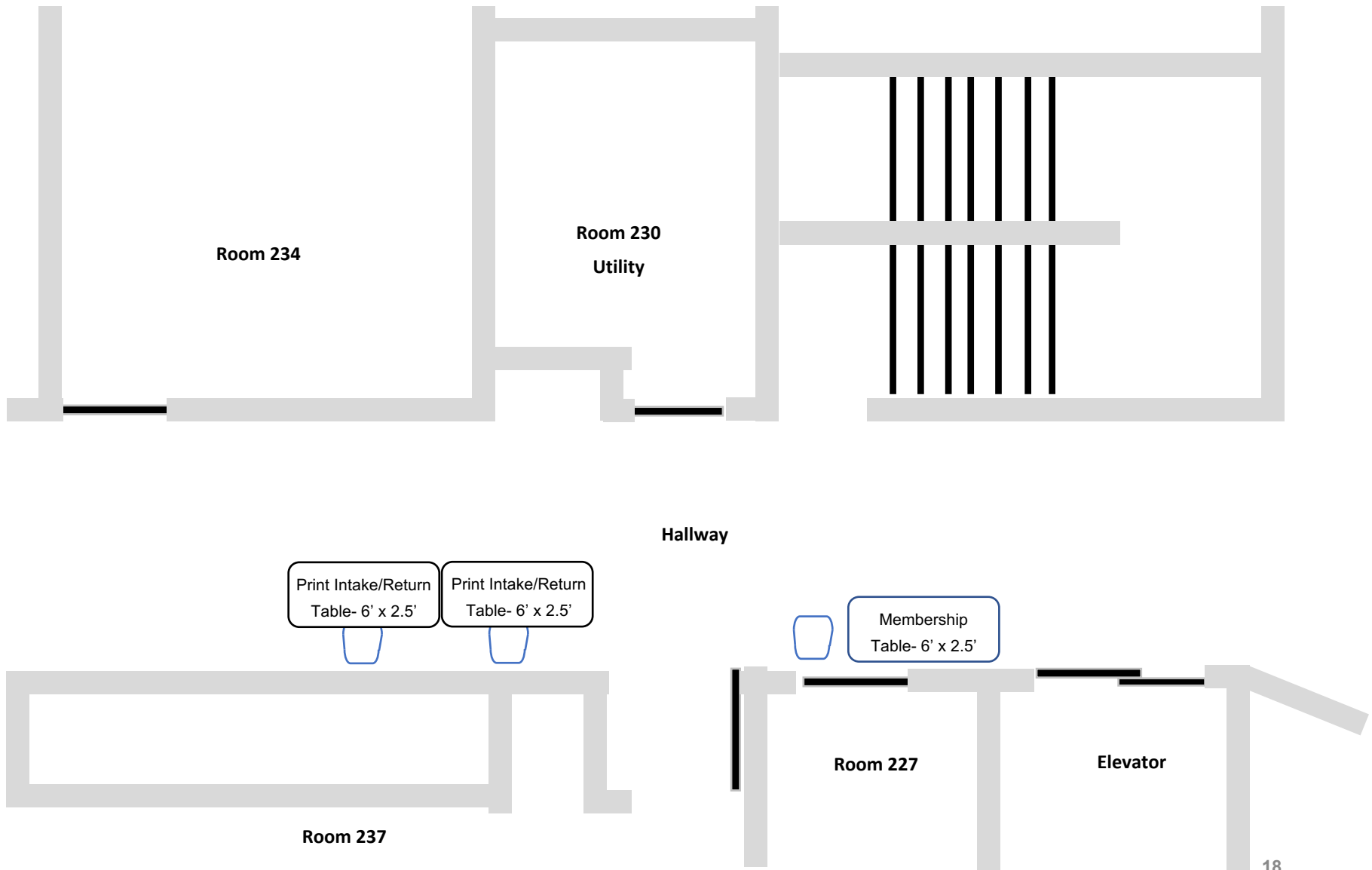


Not Required for 4th
Tuesday Meetings

2nd Floor Gallery- Print Display- View to South #2



2nd Floor Hallway- Membership & Print Intake Tables



2nd Floor Hallway- Membership Table



2nd Floor Hallway- Print Intake/Return Tables



Resource Locations within Northaven Church

Resource	Location	Notes
DCC A/V Cabinet	Room 237, Northeast corner	
DCC Print Display Stands and Cart	Room 237, in niche near entry door	
Tables	Rooms 237 & 239	Standard complement of 6' and 8' tables used by DCC
Tables (additional)	Room 120 Storage	6' folding tables
Chairs	Room 120 Storage	
Key to partition wall between Rooms 237 & 239	Room 230- on hooks by door	Large key to unlock 1st wall segment, nearest to interior hallway
Keys to Northaven A/V cabinets in Rooms 237 & 239	Room 230- on hooks by door	Key required to open front door of A/V cabinets to turn audio amplifier ON/OFF
Key (hex) to unlock entry door	DCC A/V Cabinet- Membership Bin	3/16" hex key to be used by DCC Greeter at North Entry Door
Light Switches- 1st Floor- Hallways and Lobby/Fellowship Hall	1st Floor- Room 123, Fellowship Hall	4-gang of Switches located on sloping wall near front entry (facing Preston Road)
Light Switches- 2nd Floor- Gallery and Hallway	2nd Floor- in hallway to restrooms	3-gang of Switches controlling lighting in 2nd floor Gallery and Hallway
Light Switches- 2nd Floor- Rooms 237 & 239	Adjacent to entry doors to each room	
Easel	Room 105- Storage	Northaven property- available to display DCC Sign at North Entry Door