

SET UP

☐ **Shed:** Remove Tables, Tents, Bins from the shed and carry over to “Emergency Pad”

☐ **Tables:**

- 3 - Concessions
- 2 - Computer Tables
- 1 - DJ / Volunteer Check In (Corner near Hot Hub)

☐ **Coolers:**

- 3 - Concessions
- 1 - Computer Table

☐ **Tents**

- 1 - Concessions
- 2 - Computer Table
- 1 - DJ / Volunteer Check In (Corner near Hot tub)
- 3 – Timers

☐ **Barricades and Umbrella**

- 5 Umbrellas – Timers – Opposite End (near entrance)
- Barricades using Loungers behind Timers at Opposite End (near entrance)

☐ **Cones**

- 3 – Parking Lot Block
- 2 – Hot Tub
- 3 – Kids Pool Area

☐ **Bins** – Labelled for approximate areas – Carry over to correct spots + Open

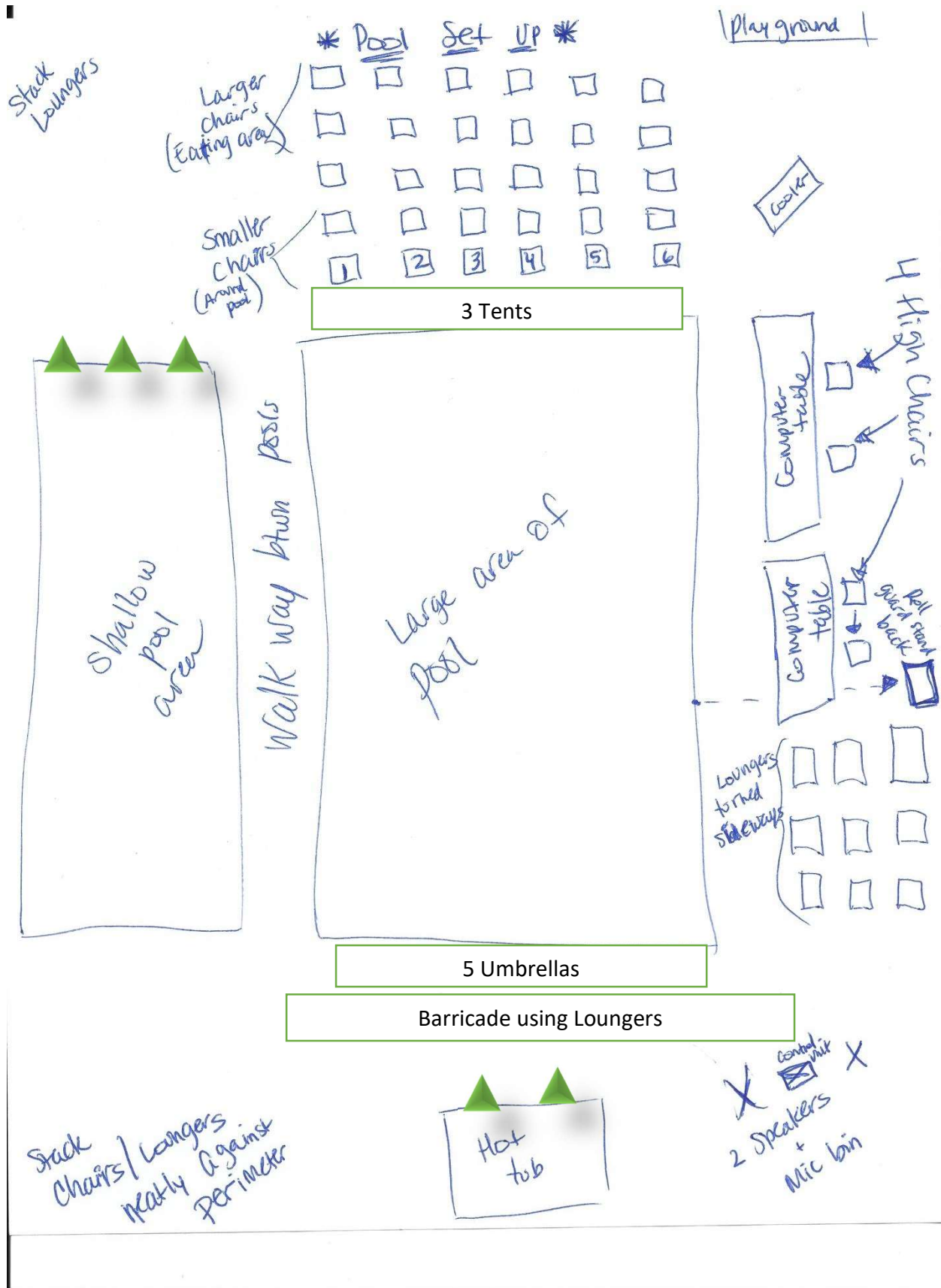
☐ **Deck** – See Set Up Instructions behind

☐ **Garbage Totters**

- 1 – Concessions
- 2 – Grass Area
- 1 – Near Shed

☐ **Speaker Stand (x2)** - DJ / Volunteer Check In (Corner near Hot Hub)

Post Set Up



Clean Up

- ☐ **Check In:** Beginning of the Event
- ☐ **Deck:** Begin to put deck to original order (Refer to Original Snapshot of the deck for instructions)
- ☐ **Bins:** Packed neatly + Taken to the shed
- ☐ **Coolers:**
 - Empty Ice Water
 - Return to Shed (Store opened)
- ☐ **Tents:** Take down return to shed
- ☐ **Tables:** Fold and return to shed
- ☐ **Garbage:** Pick up garbage from grass area
- ☐ **Garbage Totters:** Rollback to shed area
- ☐ **Shed:**
 - Look for labels on shelves/walls and place items at appropriate location
 - Ensure to lock the shed

Post Clean Up

