

# APPLE BARN SET UP

- 1---FIRST, help to carry sound equipment out ---- and assist with sound set up  
If raining, please use plastic bags to cover speakers, etc.
- 2---Put table and chair in approximate positions for entry table.
- 3---Take the BIG sign out to the road
- 4---Open windows, bring up fans and set them in the windows
- 5---Set up water keg ----put mostly bottles in the bottom and then layer others with ice. Keep some of the water boxes, in case water is left over later
- 6---Set up entry table with table cloth, entry fee notice, men's ties, cash box, volunteer signup sheets and email list, raffle tickets, plus pens
- 7---Check bathrooms to make sure plenty of TP and paper towels Add more from our stock, if needed.
- 8---Set 2 trash cans by entry door-----mark one with sign for TRASH and other with sign for RECYCLE BOTTLES

## AFTERWARDS-----CLEAN UP

- 1---Put away all the above. Again----if raining, please use plastic bags to preserve the equipment.
- 2---Try to follow the pictures on closet door for packing the closet
- 3---If water is left over, put boxes at front of the closet, if there is room---or Host will take it home. Store the KEG with lid OFF, so it will dry out
- 4---Empty bathroom trash into bigger trash can---- have someone take the trash and recycling to nearby dumpsters, or take it home
- 5---Close windows, store fans, clean up the room, turn off lights, ceiling & gable fans