

## COVE CREEK -----SET UP and CLEAN UP

SET UP (Sound person will have the keys to open and close)

Put up Shoe Policy signs (in our box) and also the carpets, right away, so band, caller, volunteers, and everyone will clean their shoes (We must protect the gym floor!)

Help carry out the sound equipment, and assist sound person as needed to set up

Take out the BIG yellow dance sign. Pull out bleachers (use 3 people) on R side

Put out the big carpet for under the band ----- also chairs for the band (may need key)

Set up and label 2 cans---- for Trash and Recycling-----put near front door

Check for enough TP and paper towels in each bathroom --- refill from our storeroom

Set up the entry table (by bleachers near the front door), with tablecloth, entry fee notice, men's ties, cash box. May need 2<sup>nd</sup> table for flyers.

Email sign-up list, and volunteer sign-up lists

Set up water keg---mostly bottles in the bottom, then layer others with ice. Keep some of the water boxes, in case some bottles are left at the end of the dance.

Keep the cash box attended at all times

Make a sign pointing to the restrooms in the front

Sweep the floor before, during, and after the dance if dusty or gritty

## CLEAN UP

Put away all the above ---- Remember to get the BIG dance sign

Give the email list to John / and Balance sheet, volunteer lists, deposit \$\$ to Marilyn

Check that the bathrooms are tidy, and dump their trash cans into big trash cans

Someone should take home the trash and recycling, if at all possible

Sweep the gym floor

Empty the water barrel (ice and water outside, extra water bottles go to storage)

Store the water barrel with the lid OFF --- (lets it dry out)