

SUNDANCE LTD SET-UP

VENTILATION:

- All doors open.
- Check circuit breakers - all on.
- Set up fans and air purifiers mostly as usual (see maps).
One difference: Put 4 air purifiers in the ballroom to start; 1 in the back. None in the bar area.

There are three flipper tubs on our storage rack in the club's coat check room labeled SUNDANCE SALOON LTD. These are all you need.

OUTSIDE:

- Put "Sundance Closed" sign out front. No banner.
- Put multicolor "vax/mask sign" and "6-feet apart" sign on entry door.
- Hang the rainbow flag over the "Jack Lives Here" sign.
- Close outer gate at 7:00 pm.

FRONT TABLE:

- Set up one 6x3 table at entry. Supply with:
 - Power strip
 - iPad for check-in
 - Portable wi-fi hotspot (sundance) [turn off when done]
 - Credit card reader for just in case
 - iPhone
 - Donation "tip" jar
 - Masks and gloves
 - One hand sanitizer

COAT RACK:

- Position near front table with hangers

BALLROOM:

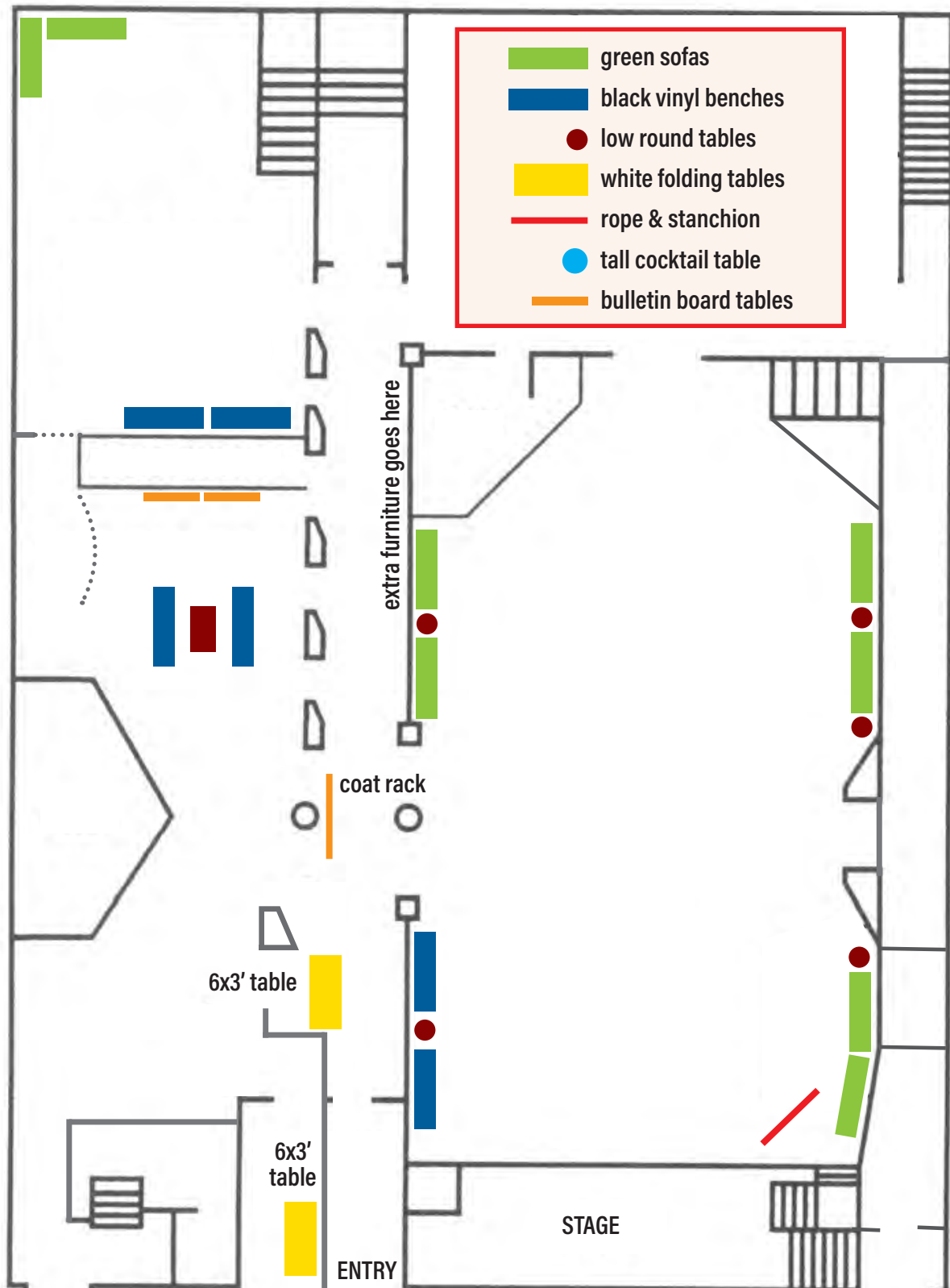
- Set out four hand sanitizers
- Set out orange cones (see map)

AFTER LESSONS (about 7 pm):

- Move the air purifier from the back room to a new spot next to the pedestal fan.
- Turn all the drum fans and pedestal fans on high.
- No need to turn off the lights.
- Close outer gate at 7 pm.

INDOOR FURNITURE LAYOUT

This is an approximate, suggested layout.
The specific furniture doesn't always matter.
Most important is establishing a clear dance floor.



INDOOR SET-UP

POWER AND VENTILATION

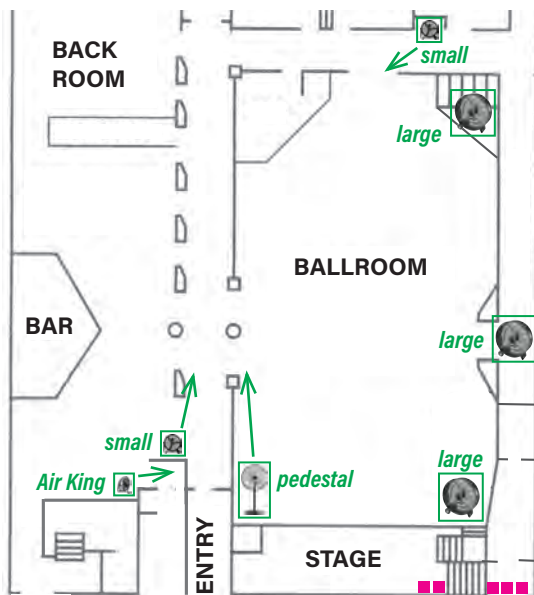


CIRCUIT BREAKERS

- There are three electrical panels.
- Switch all to "ON" (center) if not already done by the club.
- Include the ROOF FAN circuit breaker.

POSITION FANS AND AIR PURIFIERS

- Map on left shows likely places to find the fans (*not* where they will go). But they could be anywhere, including in closets or upstairs.
- Air purifiers ■ have been stored on stage or rooms above stage.
- See detailed maps pg 3-5 for placement.
- Store air purifier covers in room above stage.



VENTILATION

- All doors open, including both main entrances, fire exit, staff entry, and interior doors.
- 1/2 door by the amps remains closed.
- **NEW! 1/2 door at alternate entrance can stay closed during Covid testing**
- Floor fans - 3 large fans on low (except corner back stage fan stays off), smaller fans on high.
- Back room and loft roof fans on (all switches up at staff entry)
- All 5 air purifiers on at max speed setting (4).



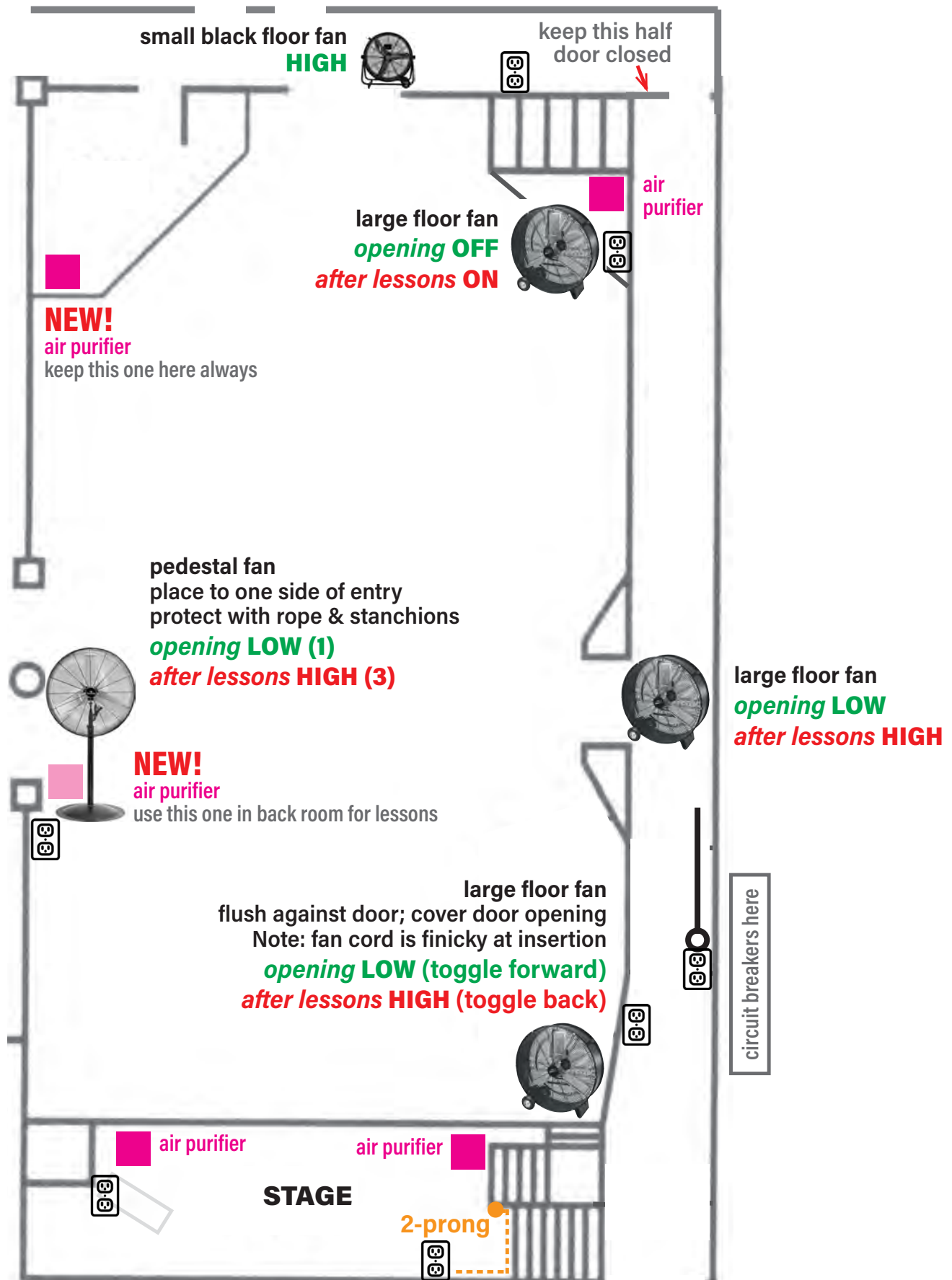
ON SPEED

LIGHTS

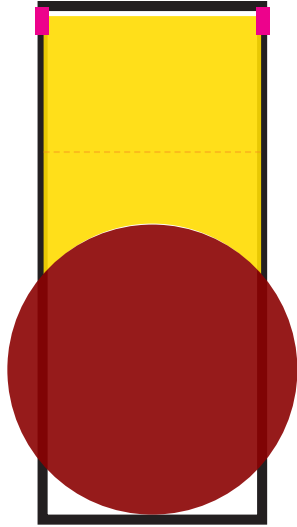
- Fluorescents ON for main room and back room
- ~~Bulletin board and hallway lights on using remote (#2 and #3, respectively)~~

FAN & AIR PURIFIER SET-UP

BALLROOM



FAN SET-UP BY MAIN STAGE



We obstruct the doorway to get as much air as possible into the club:

- Place the drum fan flat against the door by positioning the wheel in the door frame.
- Attach the air blocking board to the door frame with the Velcro tabs.
- Open the door into the back hallway as wide as possible, and fix in place with a stanchion.



view from inside ballroom



view from back hallway

position wheel within the door frame



FAN & AIR PURIFIER SET-UP

BACK ROOM

power on switch is
on base of DJ table



air purifier

- There are electrical outlets on the underside of the top sides of the DJ unit.

NEW!

- Return this air purifier **next to the ballroom pedestal fan** after lessons.

MAIN BAR

NEW!

NO air purifier here

Air King floor fan

HIGH

Loft may use during lessons



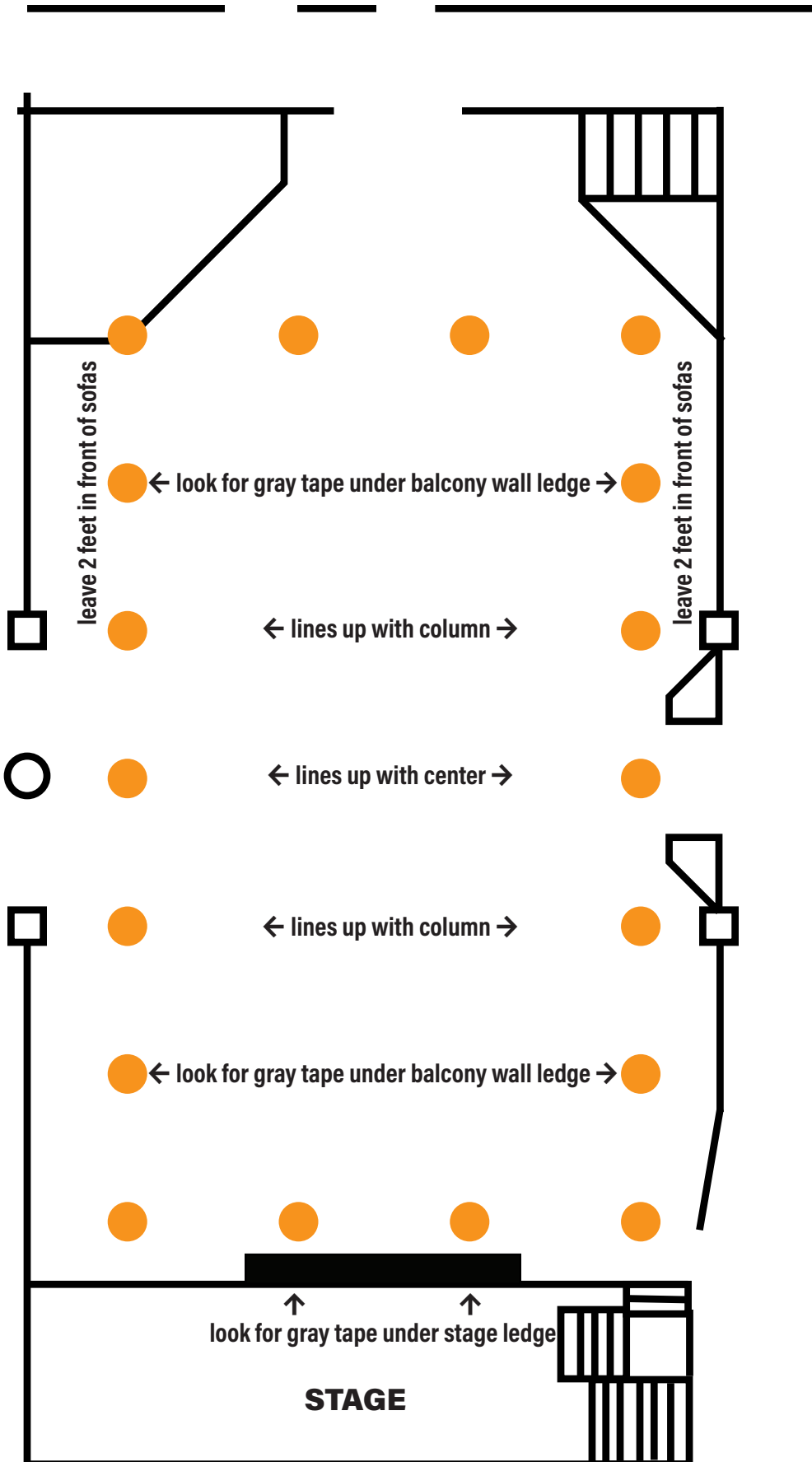
small black floor fan

HIGH



CONE LAYOUT

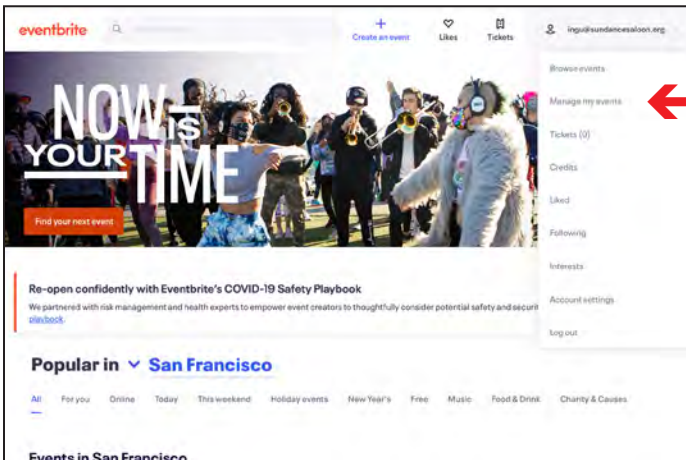
BALLROOM



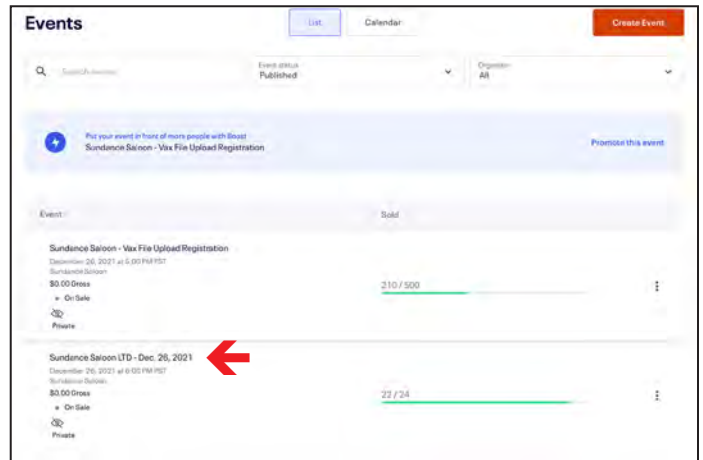
EVENTBRITE CHECK-IN



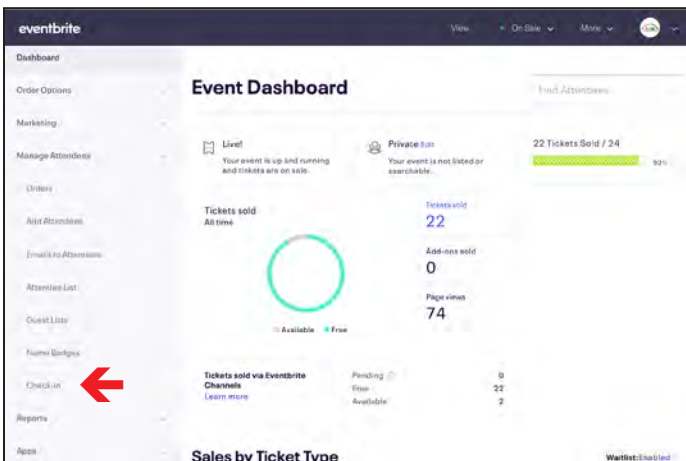
Open Safari
Go to eventbrite.com



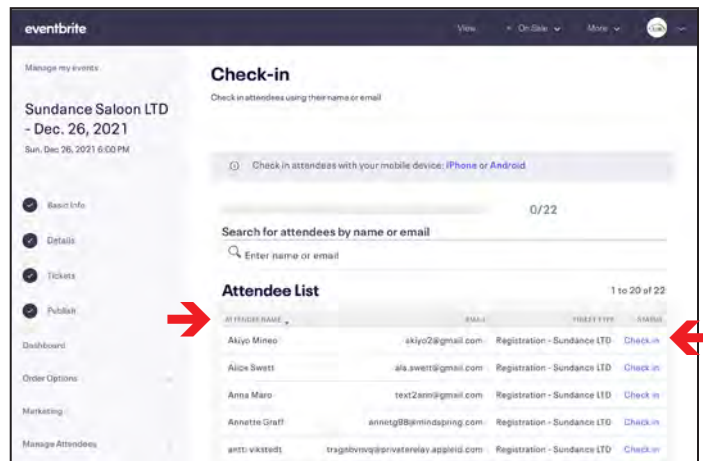
Log in as ingu@sundancesaloon.org
Navigate to "Manage my events."



Find today's event and press on it to open it.



Navigate to Manage Attendees -> Check-in



- Sort Attendee List by first name by pressing on the ATTENDEE NAME header.
- Press "Check-in" to check someone in.
- Scroll down for more names.
- To see past name #22:
 - use the page # buttons at the bottom, or
 - press the ATTENDEE NAME header again to reverse the name order, or
 - use the search box

CHECK-IN

All attendees should be pre-registered and in our system.

Staff (i.e. managers, instructors, DJs) are not included in the system and do not need to check in.

If everything goes according to plan, all attendees will have their vax proof on file. You do not need to check anyone's vax. More on this later.

Remain 6 feet away from attendees as you check them in.

Check-in is with the Eventbrite website on the iPad.

If an attendee doesn't provide their vax proof in advance, they will be removed from the attendee list. If they show up, they can still be treated as a walk-in, as long as there is space available. We are allowing no more than 24 attendees (not including staff).

TO ADD AN ATTENDEE:

- Navigate to Manage Attendees -> Add Attendees.
- Order Type = No payment necessary
- Enter Quantity = 1 ... then CONTINUE
- Enter the name and email address.
- ***Scroll up on the RIGHT SIDE of the screen*** to the REGISTER button.
- Check the vax and ID. Keep your distance as you check.
- Tell the attendee that we are doing this as a courtesy this time, but they must pre-register and upload their vax proof next time.

The screenshot shows the 'Add Attendees' page on the Eventbrite website. The left sidebar contains a navigation menu with items like Tickets, Publish, Dashboard, Order Options, Marketing, Manage Attendees, Orders, Add Attendees (highlighted with a red arrow), Emails to Attendees, Attendee List, Guest Lists, Name Badges, and Check-in. The main content area is titled 'Add Attendees' with a subtitle 'Manually add attendees info for complimentary tickets or offline payments'. It features an 'Order Type' dropdown set to 'No payment necessary' (indicated by a red arrow), a note that Eventbrite does not charge fees for manual orders, and a table with columns for Ticket Type, Sold, Price, Quantity, and Face Value. The table lists 'Registration - Sundance LTD' with 23/24 sold, a price of \$0.00, and a quantity of 1 (indicated by a red arrow). Below the table is a 'Total Value' field showing '\$0.00'. A red arrow points to the 'Continue' button at the bottom right. At the bottom, there is a link to 'Learn more about adding attendees' and a footer with copyright information and various links.

FULL TEARDOWN

BACK ROOM:

- Check that the back room is clear of the microphone and CD binder. (The DJ should handle this.)

FRONT TABLE, ENTRY WAY, OUTSIDE:

- All materials and signs from the front door table, entry way, and outside go into the one flipper tub identified as SUNDANCE SALOON LTD.
- Remember to power off all electronics.
- Tip jar cash goes home with Ingu, Randy, or Jim Warhol.
- Collect the DJ key before putting this box away.
- Store on our shelves in the club's coat check room.

PURELL:

- Purell on the front table (1) and in the ballroom (4) go into the small Purell box on our storage shelves.

FANS: (see maps)

- The two fans in the main bar area go to a nearby corner.
- The fan near the restrooms goes in the cubby hole across the hall.
- The pedestal fan goes in the corner of the room by the DJ booth.
- The three large drum fans stay where they are.
- The air blocker panel above the drum fan by the stage goes in the club's coat check room.

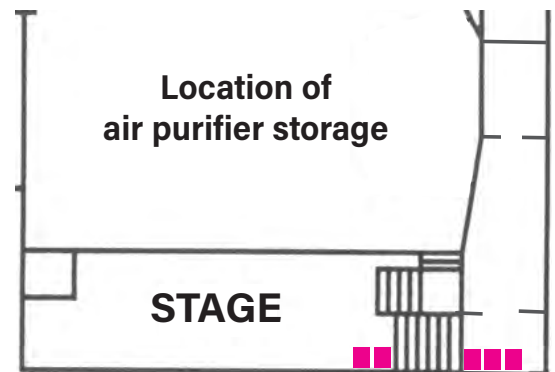
AIR PURIFIERS:

- Cover and place against the wall at top and bottom of stage stairs.
- Include the one extension cord - lay it on top of the air purifier before covering

ORANGE CONES:

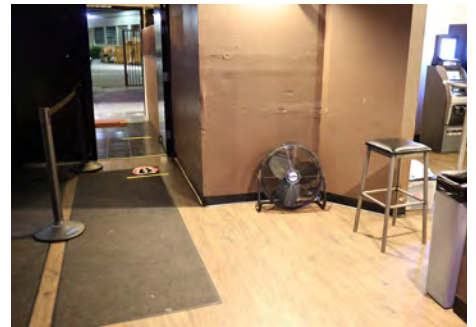
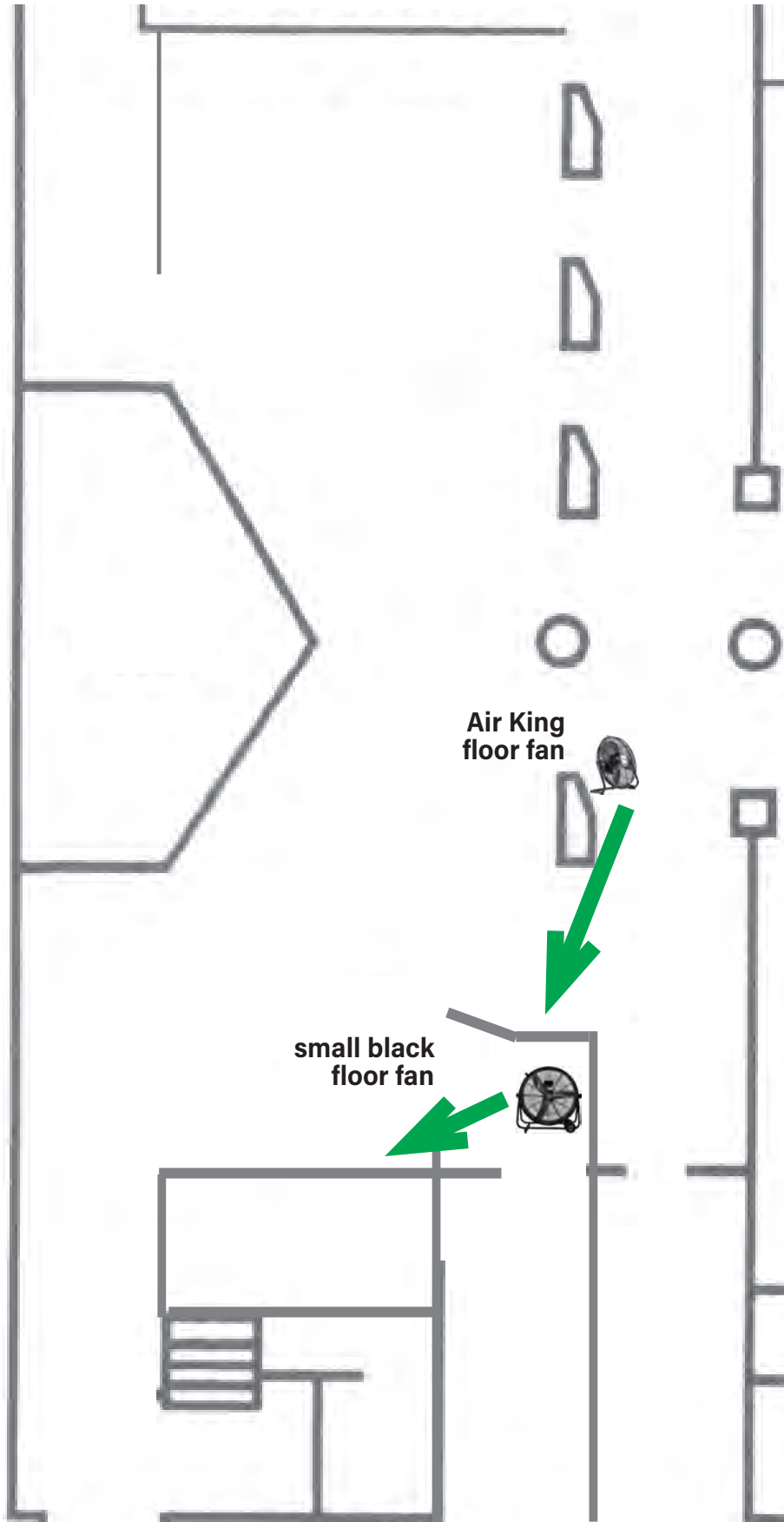
- Collapse but leave in place starting up to 15 minutes before closing.
- Collect during last line dance of the night, after folks get lined up.
- Store in two flipper tubs, on storage shelves.

Let's not worry about the 6x3-foot tables and the coat rack during this time. We can leave these out and the club will take care of them.



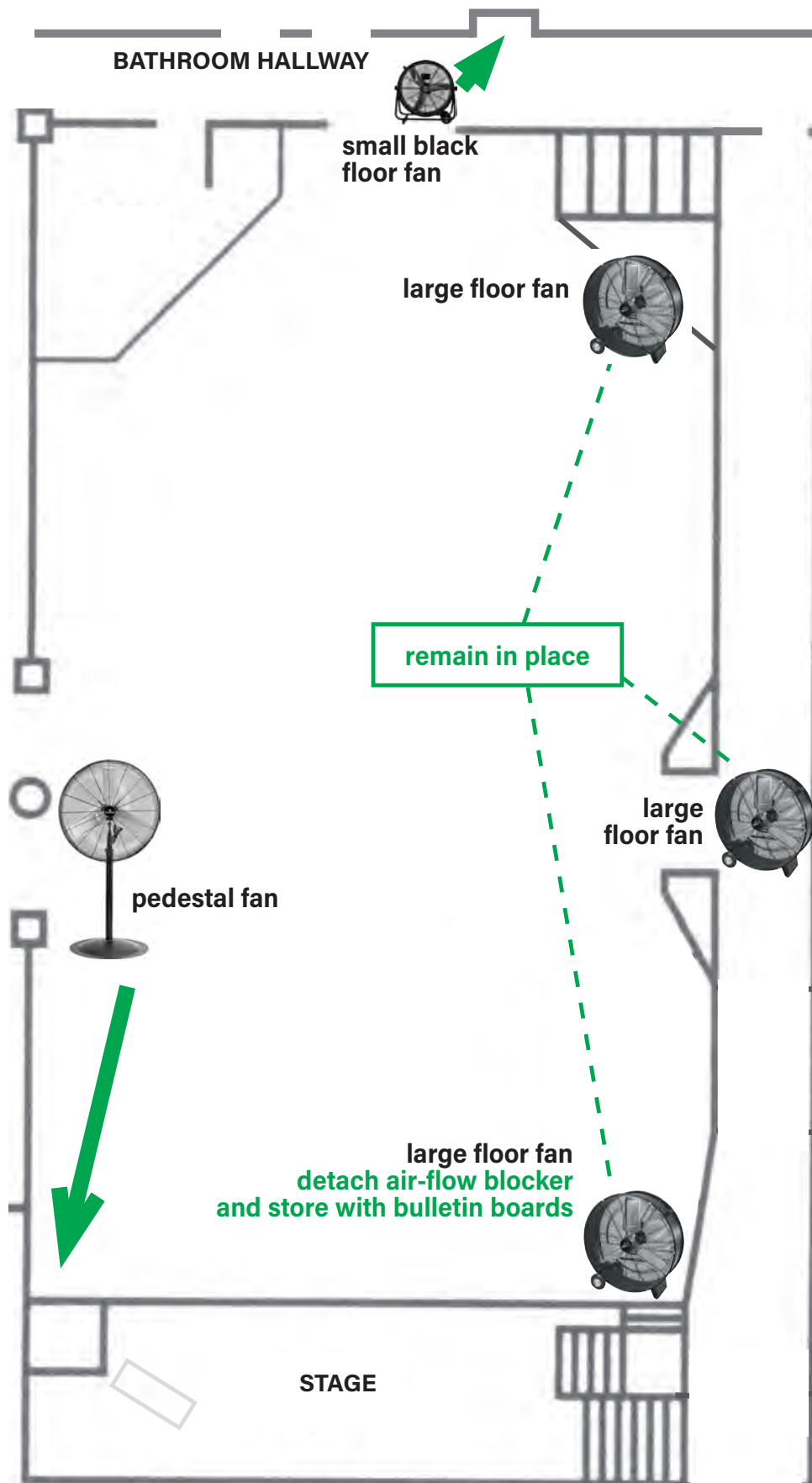
FULL TEAR-DOWN

STORAGE LOCATION OF MAIN BAR ROOM FANS



FULL TEAR-DOWN

STORAGE LOCATION OF BALLROOM FANS



hallway fan



pedestal fan

