

TIMELINE: SUNDAY

- 3:30 Set-up**
- 4:45 Count money. See page 19 for starting bank instructions.**
- 4:50 Orient first volunteers**

- 5:00 Club opens**

- 6:00 Volunteer shift change**

- 7:00 Volunteer shift change**

- ~ 7:15 Whenever lessons end (begin during final line dance lesson run-through)**
All fans on high
Fluorescent lights off in main ballroom

- 7:30 Manager shift change / sign out**
Prepare lighted sign board for Thursday

- 8:00 Volunteer shift change**

- 9:00 Volunteer shift change**

- 9:15 Count money with volunteer**

- 9:45 Begin partial tear-down. Start with outdoors, front door, coat-check.**
Retain as much set-up as possible for Thursday.

- 10:00 Volunteer shift change**
Volunteer sheets to Ingu

- 10:15 Toss all empty bottles (only empty bottles until 10:30)**
Turn off all fans

- 10:30 Toss all remaining bottles.**
DJ returns DJ cabinet key to the brown wood box and locks box.
Stay until everyone is out.

TIMELINE: THURSDAY

- 5:45** Set-up (usually partial). If full set-up, arrive at 5:00 pm.
- 6:15** Count money. See page 19 for starting bank instructions.
- 6:20** Orient first volunteer

- 6:30** Club opens

- 7:30** Volunteer shift change

- ~ 8:00** Whenever lessons end: (begin during final line dance lesson run-through)
 - All fans on high
 - Fluorescent lights off in main ballroom
 - Prepare lighted sign board for Sunday
 - Return back room microphone and CD binder to DJ
 - Check that loft curtains are open and secured

- 8:30** Volunteer shift change

- 9:00** Count money with volunteer

- 9:30** Volunteer shift change
 - Begin tear-down. 9:30 pm volunteer assists.
 - (1) outdoors
 - (2) Square register (includes extension cord)
 - (3) front door (everything else from front table)
 - (4) coat-check (everything on coat-check table + sign on column + T-shirt promo)
 - (5) promo area (includes volunteer table and hanging posters)

- 10:00** (6) loft banner + flags
 - (7) Store air purifiers, shut off fans, collect hand sanitizer (Purell only)
 - (8) Toss all empty bottles (only empty bottles until 10:30)
 - (9) Check back room and loft
 - Volunteer sheets to Ingu

- 10:30** Toss all remaining bottles.
 - DJ returns DJ cabinet key to the brown wood box and locks box.
 - Stay until everyone is out.

FULL SET-UP - OVERVIEW

FOR PARTIAL SET-UP

follow yellow bars



THE BIG STUFF

- **CIRCUIT BREAKER** - Check that everything is on.
- **FURNITURE** - Check that everything is in place and dance floors are clear.
- **FANS** - Position and turn on.
- **AIR PURIFIERS** - Position and turn on.

RETRIEVE FROM STORAGE

- **FOLDING TABLES** - position front area, coat check, and volunteer tables
- **BRING OUT BOXES** from our storage room

OUTDOORS

- **OUTDOOR SIGNS & BANNER**
- **OUTDOOR BARRICADES**
- **OUTDOOR SPEAKER** (DJ usually handles this)

MAIN BAR ROOM

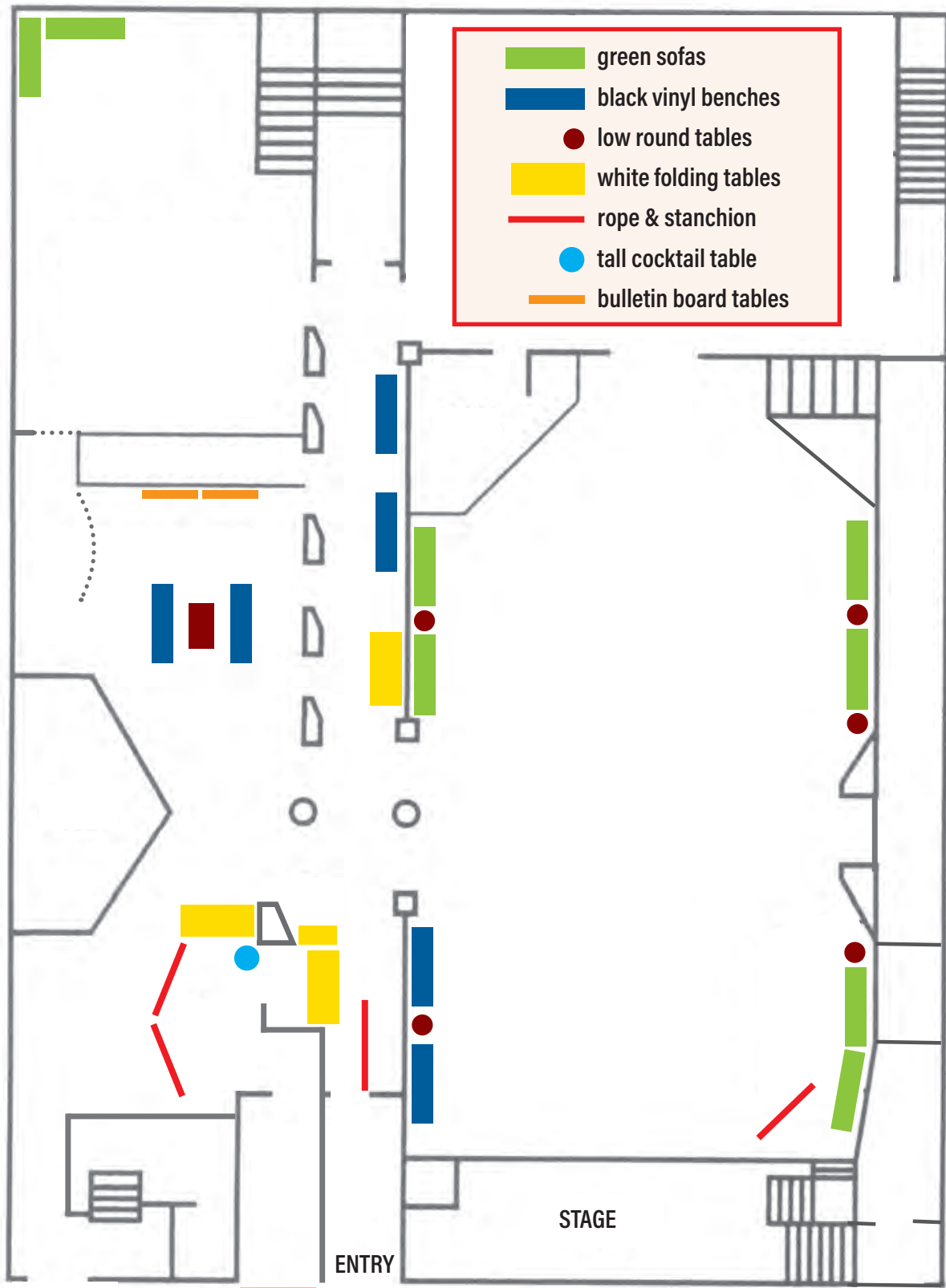
- **FRONT DOOR TABLE**
- **COAT CHECK TABLE & COAT RACK**
- **PROMO TABLE, POSTERS, VOLUNTEER TABLE**
- **LIGHTED SIGN BOARD**

BALLROOM & LOFT

- **FLAGS**
- **UPSTAIRS BANNER**
- **BALLROOM PURELL**

INDOOR FURNITURE LAYOUT

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



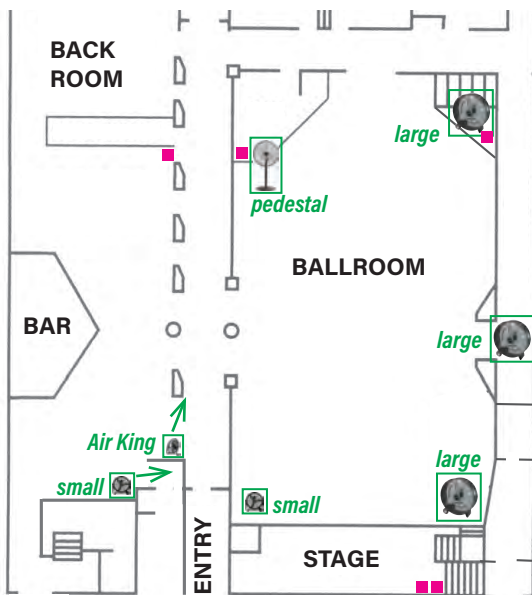
INDOOR SET-UP

POWER AND VENTILATION



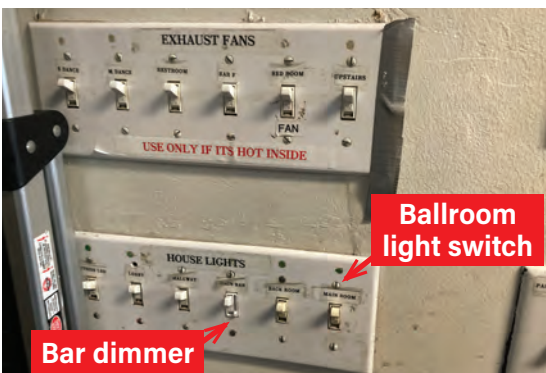
CIRCUIT BREAKERS

- 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

- Ballroom fans hopefully will be near their desired locations, but fans could be anywhere in the building, including in the upstairs loft.
- Air purifiers ■ are now stored on stage or in dedicated spots around the club.
- Store air purifier covers near storage location.
- See detailed maps pg 6-8 for placement.
- Fans - ballroom fans on low (except back corner stage fan = off), bar room fans on high.
- All 5 air purifiers on at max speed setting (4).



VENTILATION

- All doors open, including both main entrances, fire exit, staff entry, and interior doors.
- 1/2 door by the amps remains closed.
- Roof fans in back room and loft on (all switches up at staff entry)

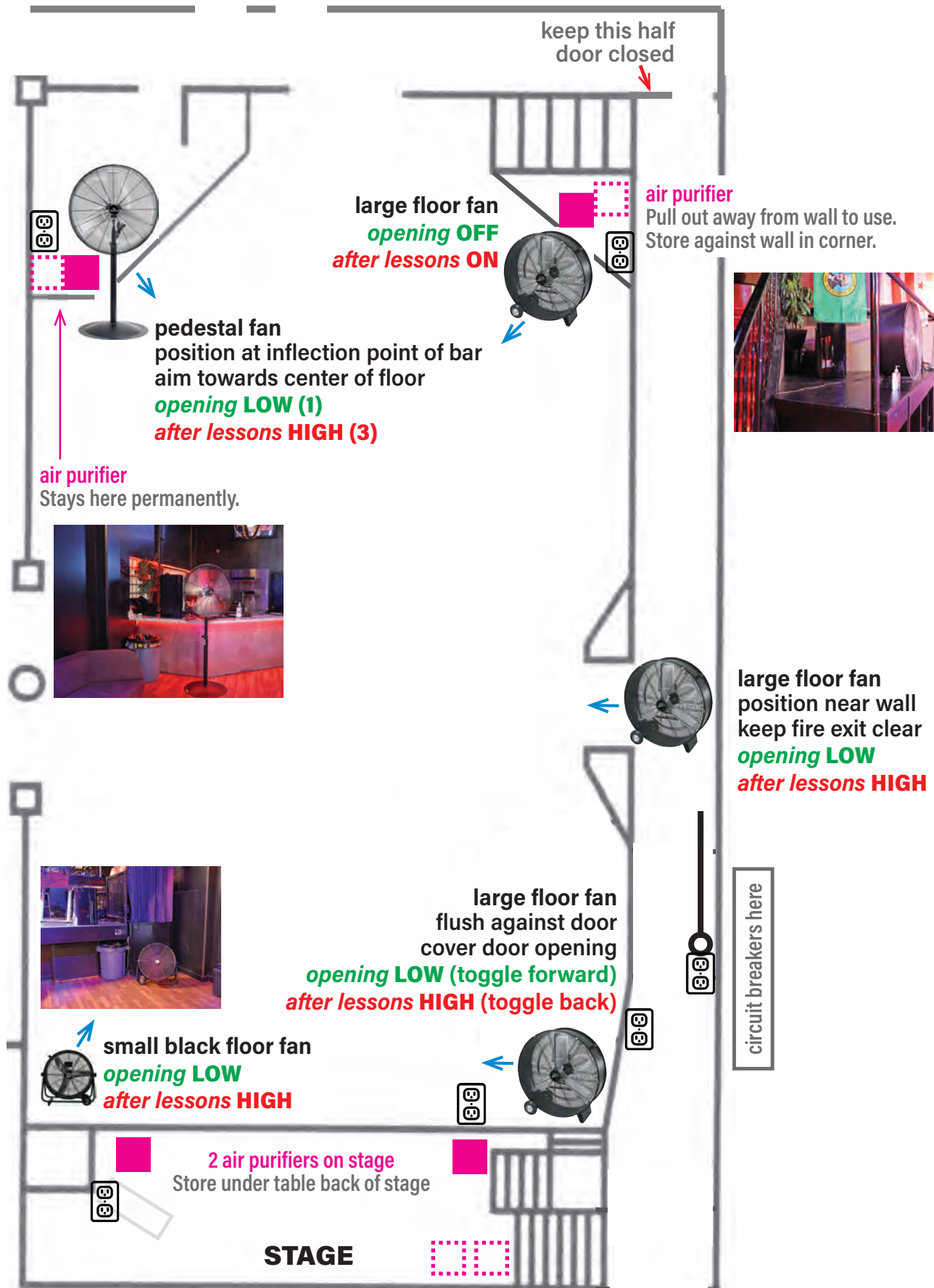


LIGHTS

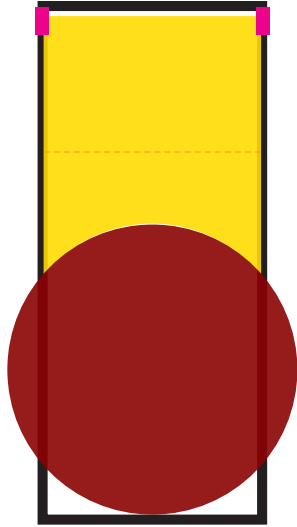
- Fluorescents ON for main room and back room
- Bulletin board and hallway lights on using remote (#2 and #3, respectively)
- Dim main bar lights

FAN & AIR PURIFIER SET-UP

BALLROOM - revised Aug 2022



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.



view from inside ballroom



view from back hallway

position wheel within the door frame

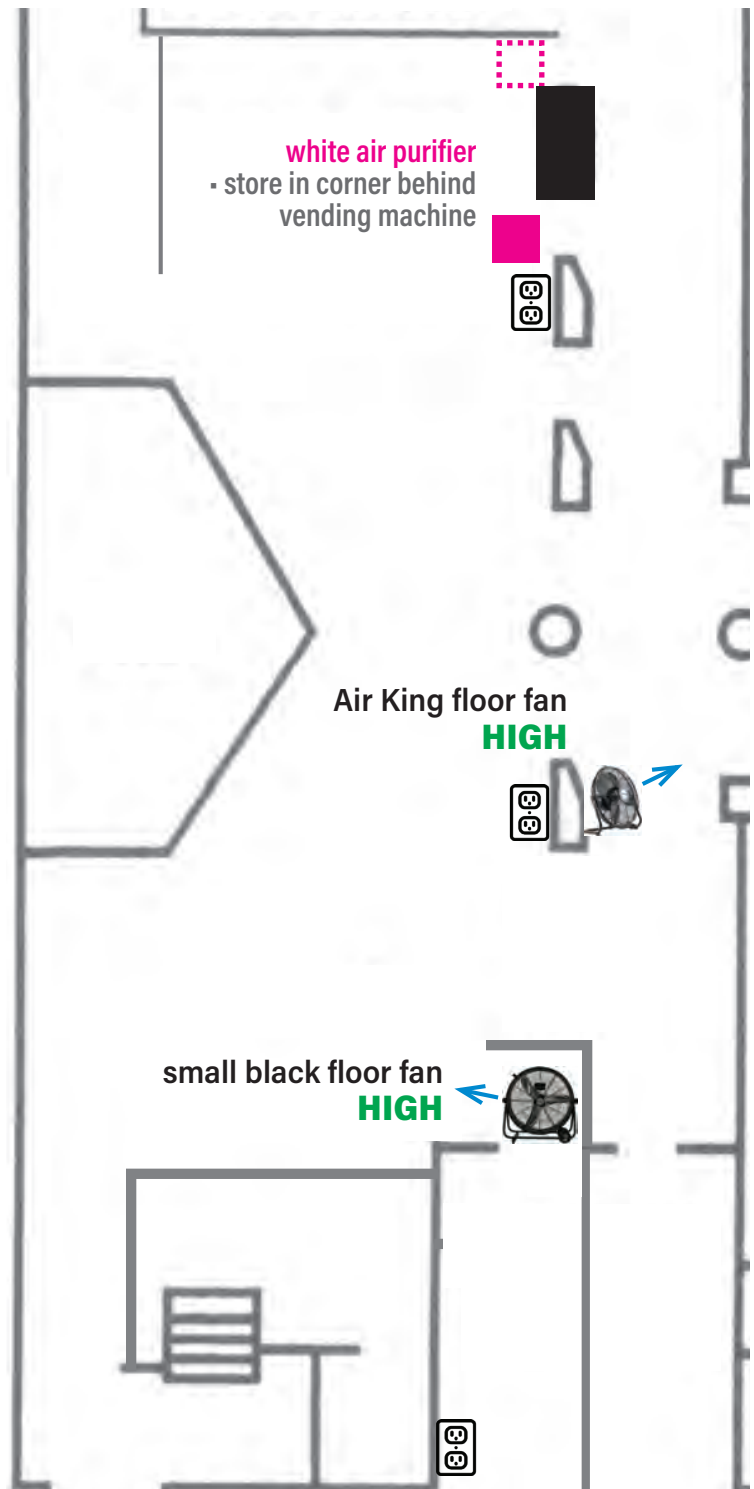


FAN & AIR PURIFIER SET-UP

BACK ROOM



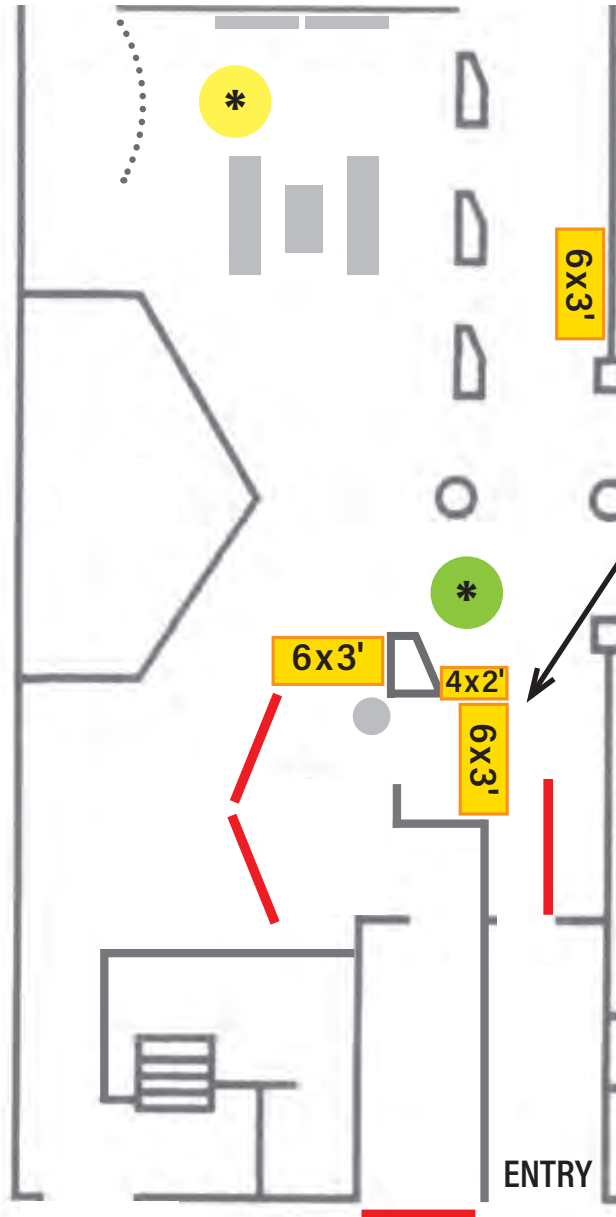
MAIN BAR



RETRIEVE STORAGE MATERIALS

FOLDING TABLES

Folding tables are yellow in the diagram.



BOXES

AND BULLETIN BOARD, LIGHTED SIGN, COATRACK & HANGERS



Boxes with a green sticker go to the FRONT DESK AREA.
Highly recommended: use a hand cart to move them.



Boxes with a yellow sticker start out in the PROMO AREA.
All except the flag box can be kept under the bulletin board table.

Boxes without a sticker can STAY IN STORAGE unless specifically needed.

OUTDOOR SET-UP

FENCE SIGNS & BANNER



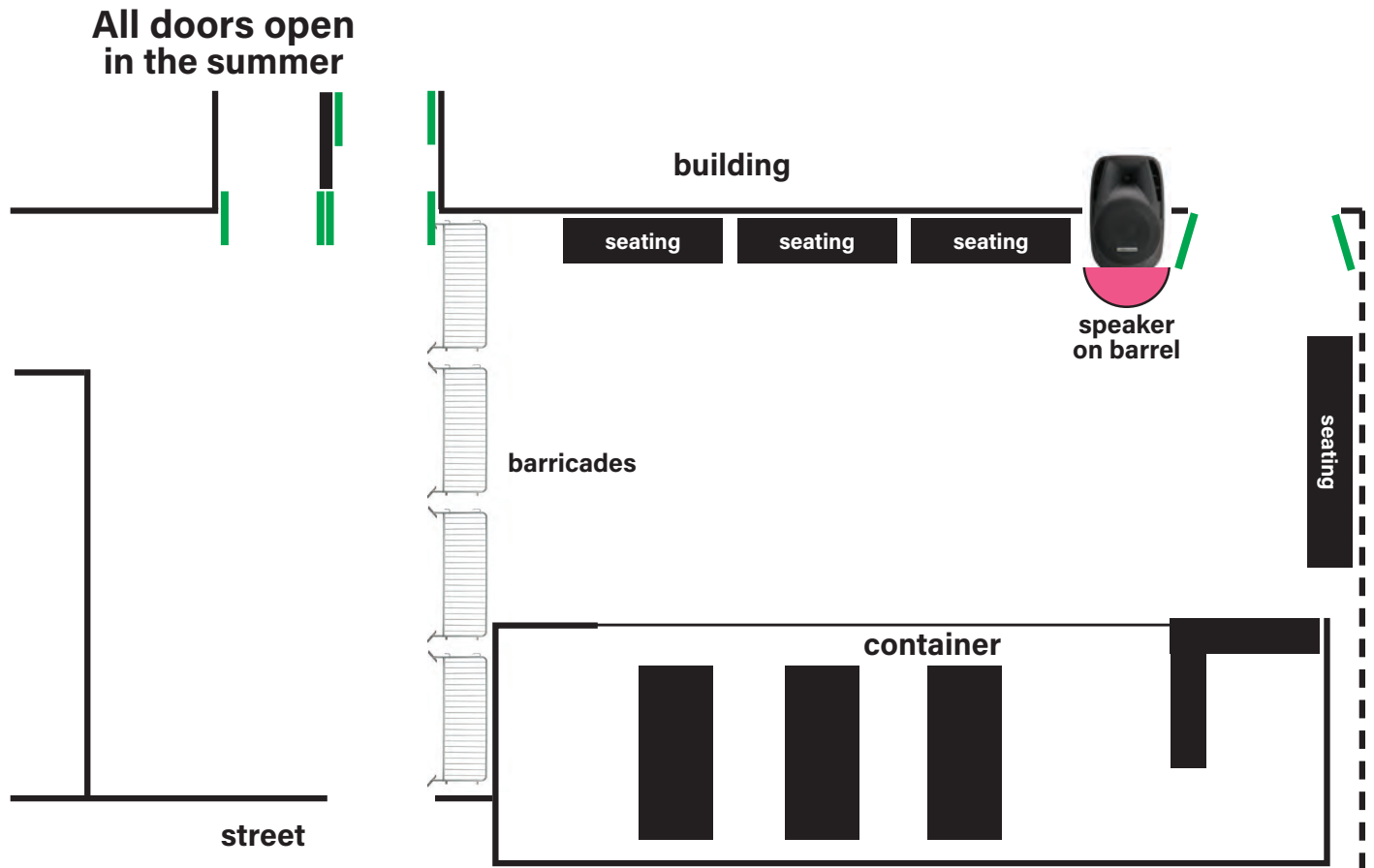
**Attach magnetic posters on thin rails.
(Don't use the thick frame.)**



**Sundance Saloon banner attaches to container.
Align magnets with flat sections.**

OUTDOOR SET-UP

PATIO LAYOUT



BARRICADE INSTRUCTIONS

3 Tuck final barricade behind entry door

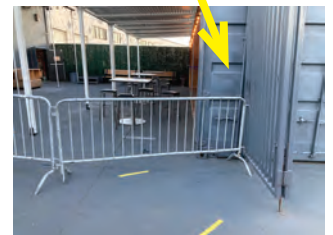
2 Lock only lower attachment as you go



4 Traffic cone for this trip hazard

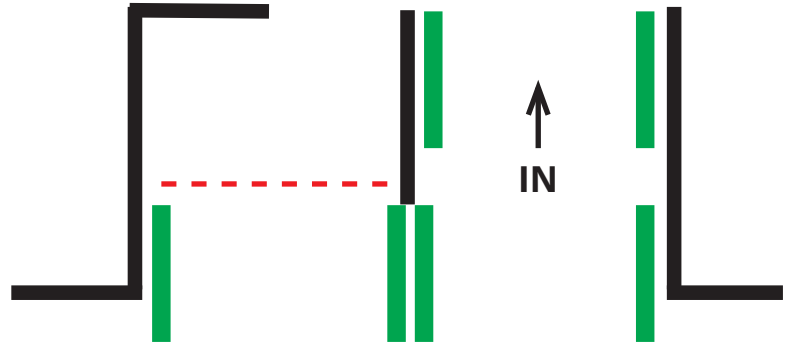
1 **START HERE**

- open gate fully
- wide feet of barricade next to gate @ corner



OUTDOOR SET-UP ENTRYWAY

ALL DOORS OPEN
for the summer



Barricade
Rope & stanchion

Sign
"Mask advised"
covers existing sign

Cover club's sign
Rainbow flag:
magnets under tape

Sign
Patio entrance:
attach with Velcro



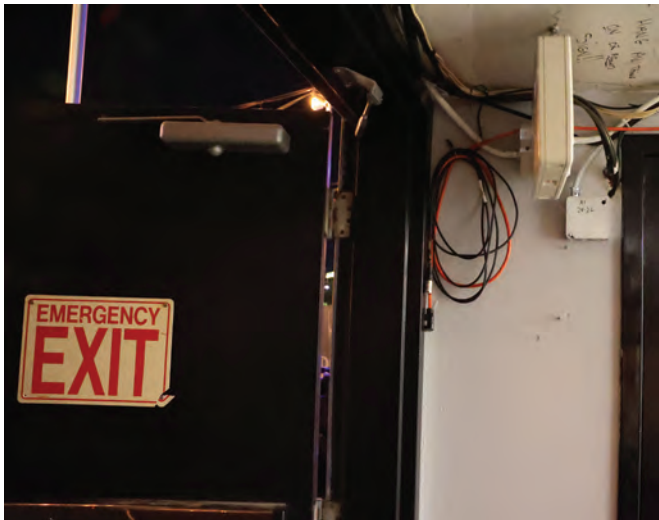
OUTDOOR SET-UP

SPEAKER

***** THE DJ WILL SET THIS UP! *****

Instructions provided here as a back-up.

1. Set small SUNDANCE speaker on barrel
2. Check first that power is off (toggle down).
3. Plug in power cable (stored in DJ booth) and XLR cable
4. Tuck cords out of the exit path; door should not pinch cords
5. Turn on power
6. Volume should be set to "7"
7. Prop door open



Use chair to prop
door open

PROPANE HEATER INSTRUCTIONS



Open door



Find valve at top of tank



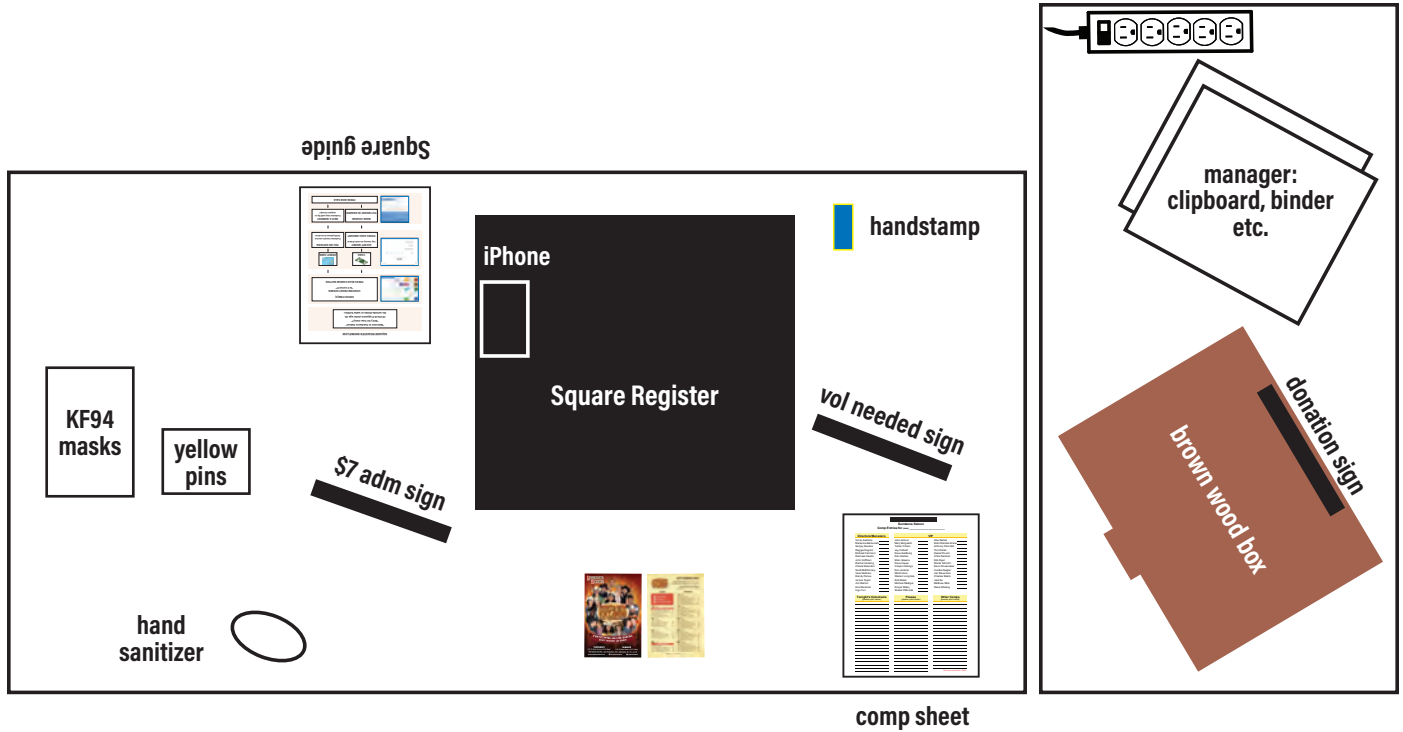
Turn counter-clockwise
to OPEN



Turn outer knob to LOW

INDOOR SET-UP

FRONT DESK



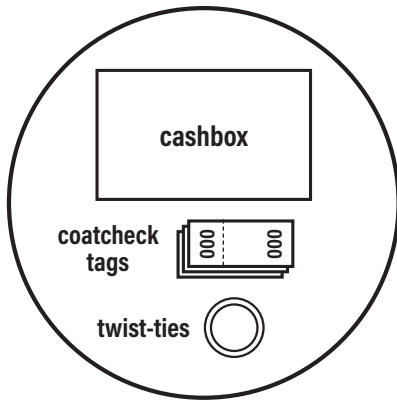
Place barrier here



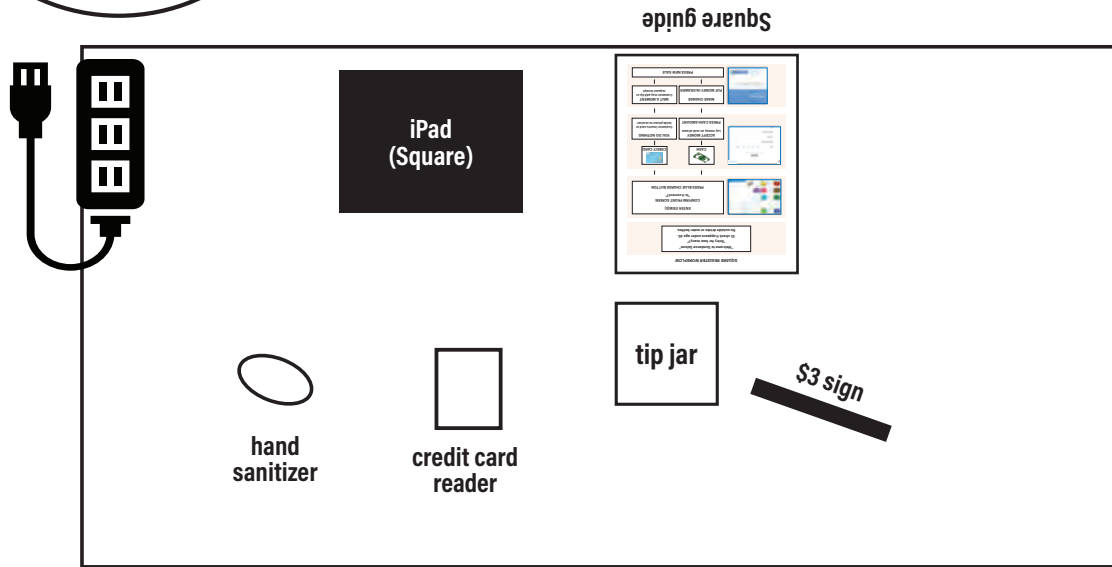
Line up front edges of tables here.

INDOOR SET-UP

COAT CHECK - SUNDAY



T-shirts for sale:
store under table

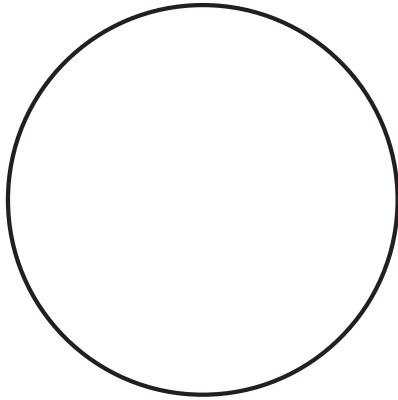


**NEW! Coat-check
directional sign**



INDOOR SET-UP

COAT CHECK - THURSDAY



T-shirts for sale:
store under front table

Move coat-rack
outside of barrier area

NO tip jar on Thursday!



hand
sanitizer

Thursday sign



INDOOR SET-UP

EVERYTHING ELSE



FLAGS

- Hang flags - magnet attachment
- Gore point section order: trans-CA-SF-rainbow
- US flag on trapeze (pull down from ceiling)

SUNDANCE ASSOCIATION BANNER

- In loft window. (Bungees attach to hooks)



BULLETIN BOARD & PROMO TABLE

- Two bulletin boards: Community board on the left, Sundance board on the right.
- Flyers: Community flyers on the left, Sundance flyers on the right.
- Monthly poster(s) hang in hallway
- Set up white 6-foot volunteer table in hallway



LIGHTED SIGN BOARD

- Update with today's schedule
- Press button on top to non-flashing setting

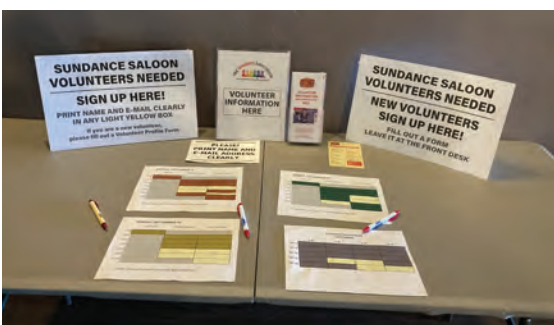


HAND SANITIZER

- Place one in back room.
- Place one in loft if in use.
- One on front table, one on coat-check table.
- Place remaining around the main ballroom.

VOLUNTEER SIGN-UP TABLE

- Sign-up sheets go here
- Include pens!
- Sheets must go home with someone so we can enter the info in our online volunteer system.



SPECIAL EVENT TABLE

- We sometimes set up a white 6-foot table in the bar area for special needs or events. Ask.

TIMELINE REMINDER

PART 1 - OPENING TO MONEY COUNT

SUNDAY

- 5:00 Club opens**
- 6:00 Volunteer shift change**
- 7:00 Volunteer shift change**
- ~ 7:15 Whenever lessons end (begin during final line dance lesson run-through)**
All fans on high
Fluorescent lights off in main ballroom
- 7:30 Manager shift change / sign out**
Prepare lighted sign board for Thursday
- 8:00 Volunteer shift change**
- 9:00 Volunteer shift change**
- 9:15 Count money with volunteer**

THURSDAY

- 6:30 Club opens**
- 7:30 Volunteer shift change**
- ~ 8:00 Whenever lessons end: (begin during final line dance lesson run-through)**
All fans on high
Fluorescent lights off in main ballroom
Prepare lighted sign board for Sunday
Return back room microphone and CD binder to DJ
Check that loft curtains are open and secured
- 8:30 Volunteer shift change**
- 9:00 Count money with volunteer**

COUNTING MONEY / SQUARE REGISTER

Check out the Square Register video instructions here:

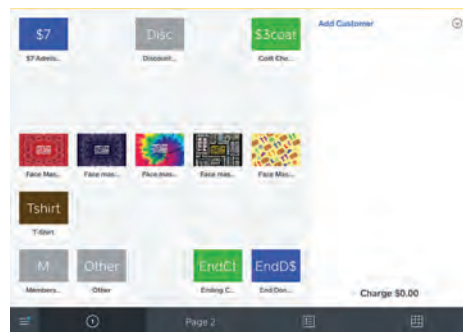
<https://sundancesaloon.org/manager.html>

STARTING THE CASH DRAWER

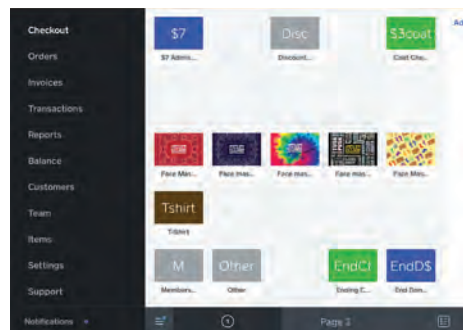
1. Count the money before starting the cash drawer.
2. There are separate cash drawers for the front door and coat-check.
3. The front door start cash drawer window will appear automatically.
4. Enter the starting cash amount in both Square drawers and Start Drawer.
5. ****On the front door Square Register, press Page 1 to show sales screen.****

COAT CHECK SQUARE iPad (Sunday)

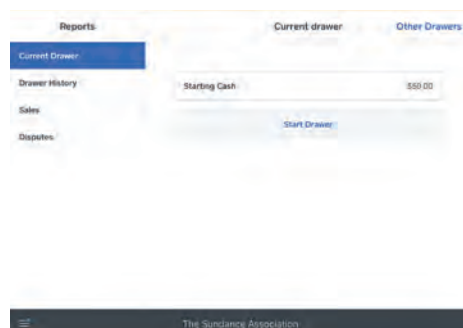
Press the three bar icon
lower left corner of the screen



Press "Reports"



Press "Current Drawer"



1

SUNDANCE SALOON RECEIPTS

DATE: _____

Manager 1 _____

Manager 2 _____

STARTING FRONT DRAWER

\$

2

☐ Enter as *Starting Cash*

STARTING COAT DRAWER

\$

3

☐ Enter as *Starting Cash [iPad]*

STARTING TOTAL

\$

4

ENDING FRONT DRAWER

\$1 x _____ = _____

\$5 x _____ = _____

\$10 x _____ = _____

\$20 x _____ = _____

\$50 _____ \$100 _____ = _____

change = _____

SUBTOTAL

\$

5

DONATIONS

☐ Enter as *Ending Donations*

\$

6

\$

7

CASH PAID OUT

☐ Enter as *Paid In/Out on Current Drawer page*

ENDING CASH

\$

8

☐ Enter as *Actual In Drawer on End Drawer page*

DIFFERENCE

As reported by Square (+/-)

\$

9

ENDING COAT DRAWER

\$1 x _____ = _____

\$5 x _____ = _____

\$10 x _____ = _____

\$20 x _____ = _____

\$50 _____ \$100 _____ = _____

change = _____

\$

11

☐ Enter as *Actual In Drawer on End Drawer page [iPad]*

\$

12

ENDING TOTAL

\$

13

COMMENTS

ADMISSIONS

10

Per Square _____

Reports → Sales

Difference (+/-) _____

Comps _____

TOTAL _____

÷7

←

RECEIPTS WORKSHEET

OPENING

- 1 Record date, manager name(s).
- 2 Record starting bank amount for the front door.
☐ Enter amount in front door Square "Start Drawer." Start drawer.
- 3 Record starting bank amount for the coat check.
☐ Enter amount in coat check Square "Current Drawer." Start drawer.
- 4 Add Box 2 + Box 3 and record total here.

END FRONT

- 5 Count the ending money in the front door cash drawer.
Record total in box.
- 6 Record total of cash donations from the wood box and tip jars here.
☐ Enter in front door Square as Donations.
- 7 Record any cash paid out (e.g. reimbursements). Skip this step if zero.
☐ Enter in Square as Reports → Current Drawer → Paid In/Paid Out.
- 8 Add Box 5 + Box 6 and record total here.
☐ Enter in Square as Reports → End Drawer → Actual In Drawer.
- 9 Record Actual vs. Expected Difference as per Square. (pos or neg #)
☐ Square Register: End Drawer – Confirm End Drawer.

ADMISSIONS

- 10 Calculate Admissions.
 1. Record total paid admissions as per Square → Reports → Sales.
 2. Adjust by number suggested by Actual/Expected Difference,
e.g. if \$14 over, that would be 2 extra admissions, or +2
e.g. if \$7 under, that's 1 fewer admissions, or -1
Round up or down: e.g. \$12 over would be +2
 3. Record the comp admissions per the comp sign-in sheet.
 4. Add all of the above for the TOTAL admissions.

END COAT

- 11 Record the ending money in the coat check cash drawer.
☐ Enter in Square iPad as Reports → End Drawer → Actual In Drawer.
- 12 Record the Actual vs. Expected Difference as reported by Square.
☐ Square iPad: End Drawer – Confirm End Drawer.
- 13 Add Box 8 + Box 11 and record total here.

WHERE DOES IT GO?

Place in the money bag:

- All of the cash
- Top white copy of the receipts worksheet
- Comp sheet
- Used comp passes

The money bag then goes to any one of the following:

- DJ (to put in the safe in the white paper bag)
- Jim Warhol (treasurer)
- Ingu

Bottom yellow copy of the receipts worksheet:

- Place at bottom of the stack on the manager's clipboard

**Report the total admission count
to the Space550 staff.**

TIMELINE REMINDER

PART 2 - MONEY COUNT TO CLOSING

SUNDAY

- 9:15** Count money with volunteer
- 9:45** Begin partial tear-down. Start with outdoors, front door, coat-check.
- 10:00** Volunteer shift change
Volunteer sheets to Ingu
- 10:15** Toss all empty bottles (only empty bottles until 10:30)
Turn off all fans
- 10:30** Toss all remaining bottles.
DJ returns DJ cabinet key to the brown wood box and locks box.
Stay until everyone is out.

THURSDAY

- 9:00** Count money with volunteer
- 9:30** Volunteer shift change
Begin tear-down. 9:30 pm volunteer assists.
 - (1) outdoors
 - (2) Square register (includes extension cord)
 - (3) front door (everything on front table)
 - (4) coat-check (everything on coat-check table + T-shirt promo)
 - (5) promo area (includes volunteer table)
- 10:00** (6) loft banner + flags
(7) Store air purifiers, shut off fans, collect hand sanitizer
(8) Toss all empty bottles (only empty bottles until 10:30)
(9) Check back room and loft
Volunteer sheets to Ingu
- 10:30** Toss all remaining bottles.
DJ returns DJ cabinet key to the brown wood box and locks box.
Stay until everyone is out.

PARTIAL TEARDOWN - OUTDOORS 1

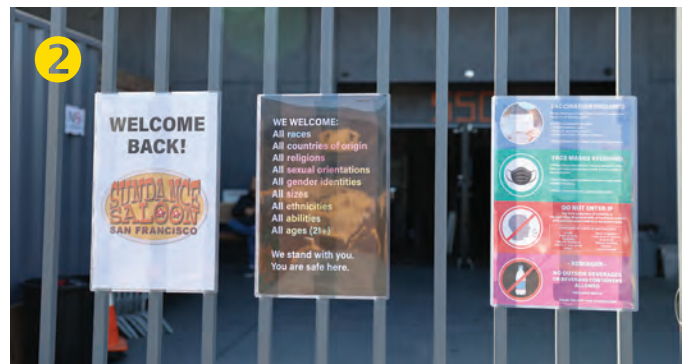
[SUNDAY]

Begin at 9:45 pm

GENERAL PRINCIPLE

Put away only what is necessary. Leave as much set up for Thursday as possible. Consider advance set up for Thursday (e.g. leave a blank comp sheet and receipts worksheet out).

1. **Banner** - roll up (don't fold). If wet, leave unrolled. Place inside, on or near front door check in table.
2. **Outdoor signs** - collect and place on front door check in table. Signs attached to doors should be left in place.
3. **Barricades** - move enough for truck to get back in.



PARTIAL TEARDOWN - OUTDOORS 2

[SUNDAY]

SPEAKER

(DJ will now handle, but check that it's done.)

- Turn off power
- Set speaker with cables inside hallway along near wall
- No need to detach cables from speaker.



**Make sure PROPANE HEATERS are OFF
and the inside valve is also turned OFF**



Outer knob to OFF



Open door



Find valve at top of tank



Turn clockwise to OFF

PARTIAL TEARDOWN - INDOORS

[SUNDAY]

Any time after lessons are over:

- Update lighted sign board for the next Sundance Saloon event.

After 9:45 pm:

- Change the coat-check table to Thursday's set-up (see page 10). Place all supplies not needed for Thursday in the flipper tub coat check box. Move coat-rack outside the security barrier.
***** IMPORTANT *** POWER OFF iPad.**
- The front door table can be left intact. Bonus points: pull out a blank cop sheet and receipts worksheet for the Thursday manager.
***** IMPORTANT *** POWER OFF Square Register, wi-fi and iPhone..**
- Volunteer sign-up sheets to Ingu

Any time after 10:15 pm:

- Turn off all fans. (Air purifiers will turn off automatically, but fans won't.)
- Toss all beverages (only empty bottles until 10:30)

At 10:30 pm:

- Final disposal of all beverage containers
- DJ returns DJ cabinet key to the brown wood box.
***** IMPORTANT *** LOCK WOOD BOX.**
- Stay until everyone is out.

FULL TEARDOWN - OVERVIEW

Any time after lessons are over:

- **LIGHTED SIGNBOARD** - Update for the next event, put away.
- **BACK ROOM** - Check that microphone and CD binder returned to DJ.
- **UPSTAIRS** - Check that curtains are open and secured.

9:30 pm, after money count:

- **OUTSIDE ENTRY:** banner, signs
- **OUTSIDE SPEAKER:** DJ will now handle. You may need to remind.
- **SQUARE REGISTER BOX:** Square Register and extension cord assembly
- **FRONT DOOR:** wood (front door) box - for everything else on front table
- **COAT CHECK:** flipper tub box - coat check table and signs, Tshirt sales
 - Keep coat rack out until closer to closing
- **PROMO AREA:** promo flipper tub box, volunteer table, bulletin boards, sign board

Any time after 10:00 pm:

- **UPSTAIRS BANNER** (Sundance Association)
- **FLAGS**
- **BALLROOM PURELL**
- **FANS:** put away two fans in front bar room
- **AIR PURIFIERS:** store in designated locations

Any time after 10:15 pm:

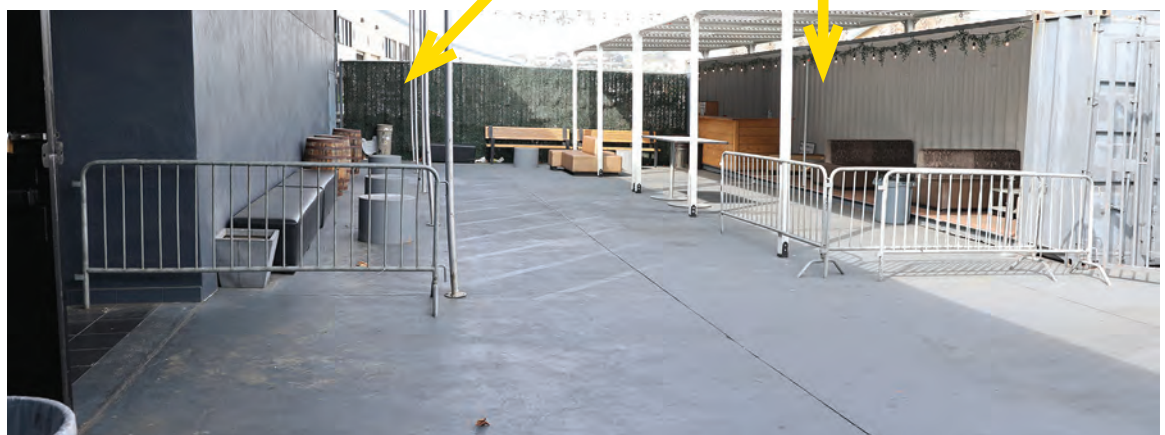
- Turn off all remaining fans.
- Toss all beverages (only empty bottles until 10:30)

At 10:30 pm:

- Final disposal of all beverage containers
- Put away coat rack
- DJ returns DJ cabinet key to the brown wood box. Lock box.
- Stay until everyone is out.

FULL TEARDOWN - OUTDOORS 1

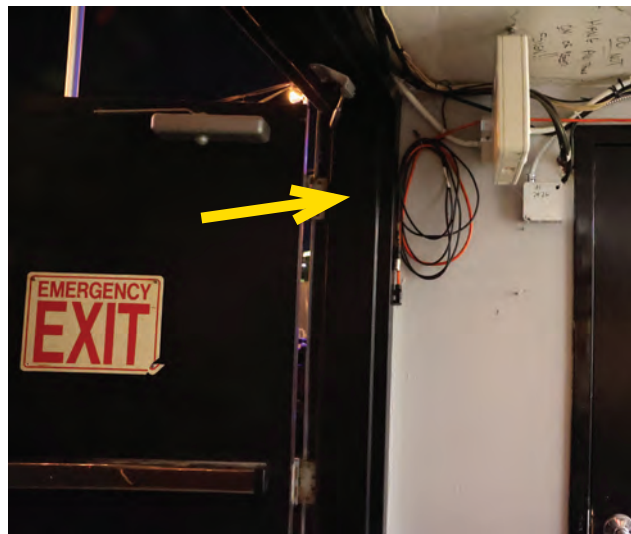
1. **Banner** - roll up (don't fold). If raining, bring in early to dry.
2. **Outdoor signs** - remember the Sundance Saloon signs attached to doors and the rainbow flag cover.
 - Stack together - store on top of boxes on top shelf.
3. **Barricades** - move enough so truck can get in to be parked.



FULL TEARDOWN - OUTDOORS 2

SPEAKER (DJ will now handle this!)

- Turn off power
- Extension cord and XLR cable coiled loosely on hook by exit
- Speaker stored in DJ cabinet



**Make sure PROPANE HEATERS are OFF
and the inside valve is also turned OFF**



Outer knob to OFF



Open door



Find valve at top of tank



Turn clockwise to OFF

FULL TEARDOWN - INDOORS 1

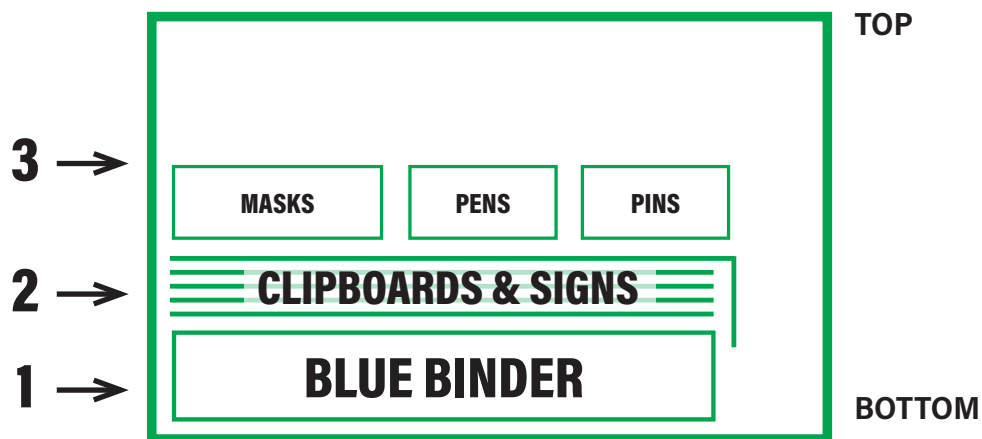
FRONT TABLE

SQUARE REGISTER BOX

- Square register (with wi-fi and iPhone)
 - ***** IMPORTANT - POWER OFF *****
 - (1) Square Register
 - (2) wi-fi
 - (3) iPhone
- Front area power strips and extension cords

WOOD BOX

- Include everything on the front door table EXCEPT
 - Square Register unit (w/ wifi and iPhone) and extension cord
 - Purell (goes in the Purell box)
- Place blue binder at the bottom, then flat items next (e.g. clipboards, signs).
- Boxes and everything else goes on top



FULL TEARDOWN - INDOORS 2

COAT CHECK BOX - FLIPPER TUB

- Include everything on the coat check table (except Purell).
- Also include T-shirt promo materials including display T-shirt
- Include coat-check directional sign on entry column

FROM BOTTOM TO TOP:

1. Cash box and tip jar at the bottom.

2. Small items (coatcheck tags, twist-ties, credit card reader) in the remaining space at the bottom.



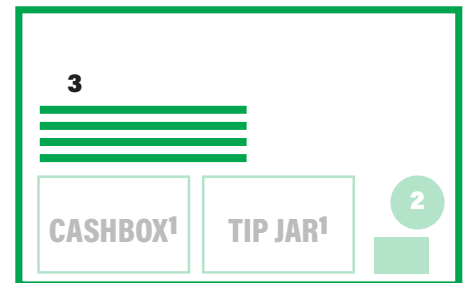
SIDE VIEW



3. Flat items: signs and iPad. Remember the coat-check directional sign!



SIDE VIEW



4. Fit everything else in including display Tshirt.



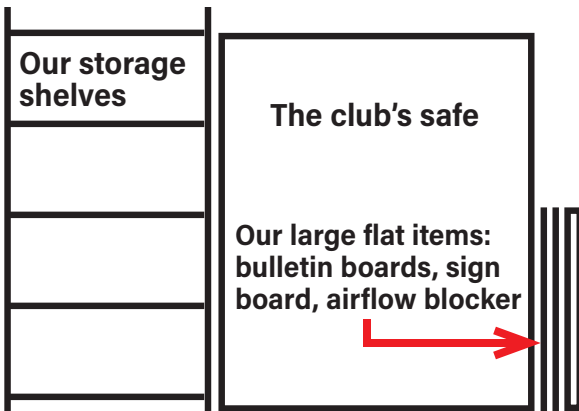
SIDE VIEW



**Return the coat rack and hangers
to the club's coat check room at end of night.**

FULL TEAR-DOWN - INDOORS 3

EVERYTHING ELSE



BULLETIN BOARDS & PROMO TABLE

- Store all promo materials, posters, and volunteer info in flipper tub box
- Community flyers and Sundance flyers have their own containers.
- Bulletin board goes to flat storage area

FOLDING TABLES

- Break down and place by our storage room

LIGHTED SIGN BOARD

- Store in cardboard box in flat storage area.

FLAGS

- Put flags away in box
- Try to folks with magnets not in contact.
- IMPORTANT: Store US flag trapeze on ceiling.

SUNDANCE ASSOCIATION BANNER

- In loft window.
- Roll banner; do not fold

HAND SANITIZER

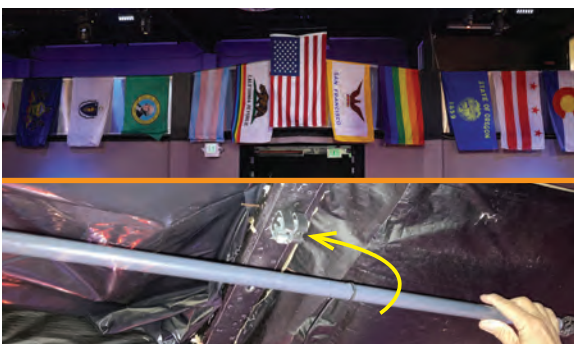
- Place Purell hand sanitizers in small Purell box
- If it's not Purell, it's not ours
- Remember there's one in the Back Room and there may be one in the Loft.

FANS & FAN ACCESSORIES

- Fans in the main bar room need to be relocated to storage locations. See map next page.
- Detach airflow blocker from fan by the stage. Store in flat storage area.

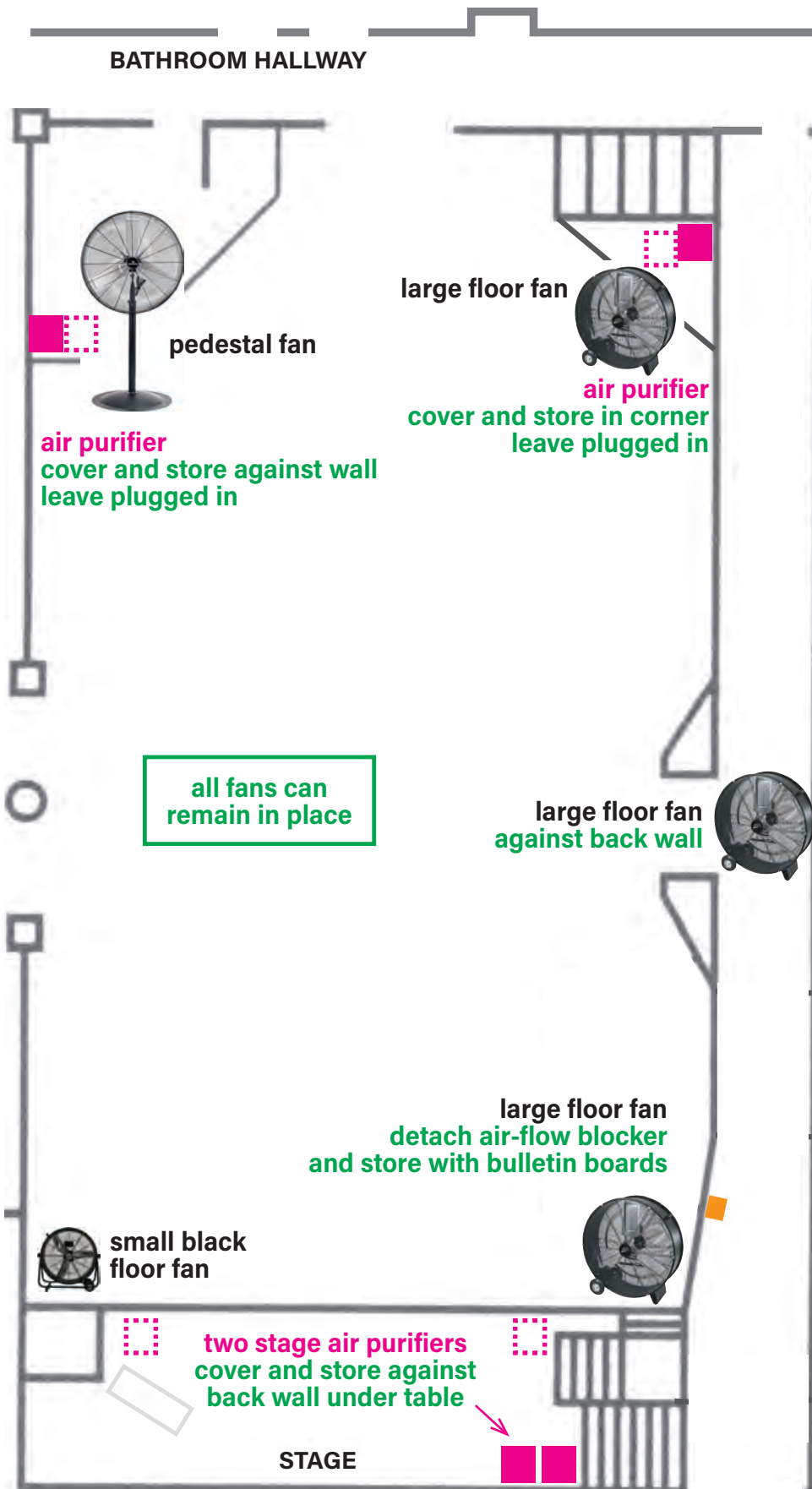
AIR PURIFIERS

- Wrap cord loosely on hooks of air purifiers.
- Cover and store in designated storage locations.

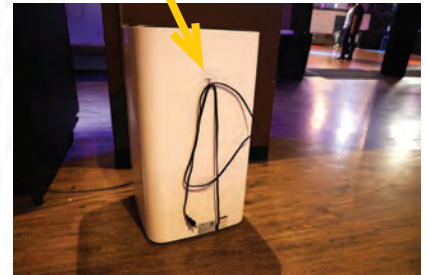


FULL TEAR-DOWN

STORAGE LOCATION OF BALLROOM FANS & PURIFIERS

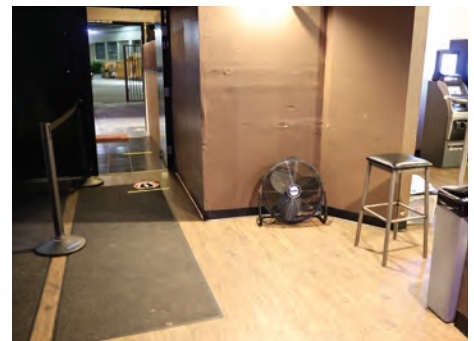
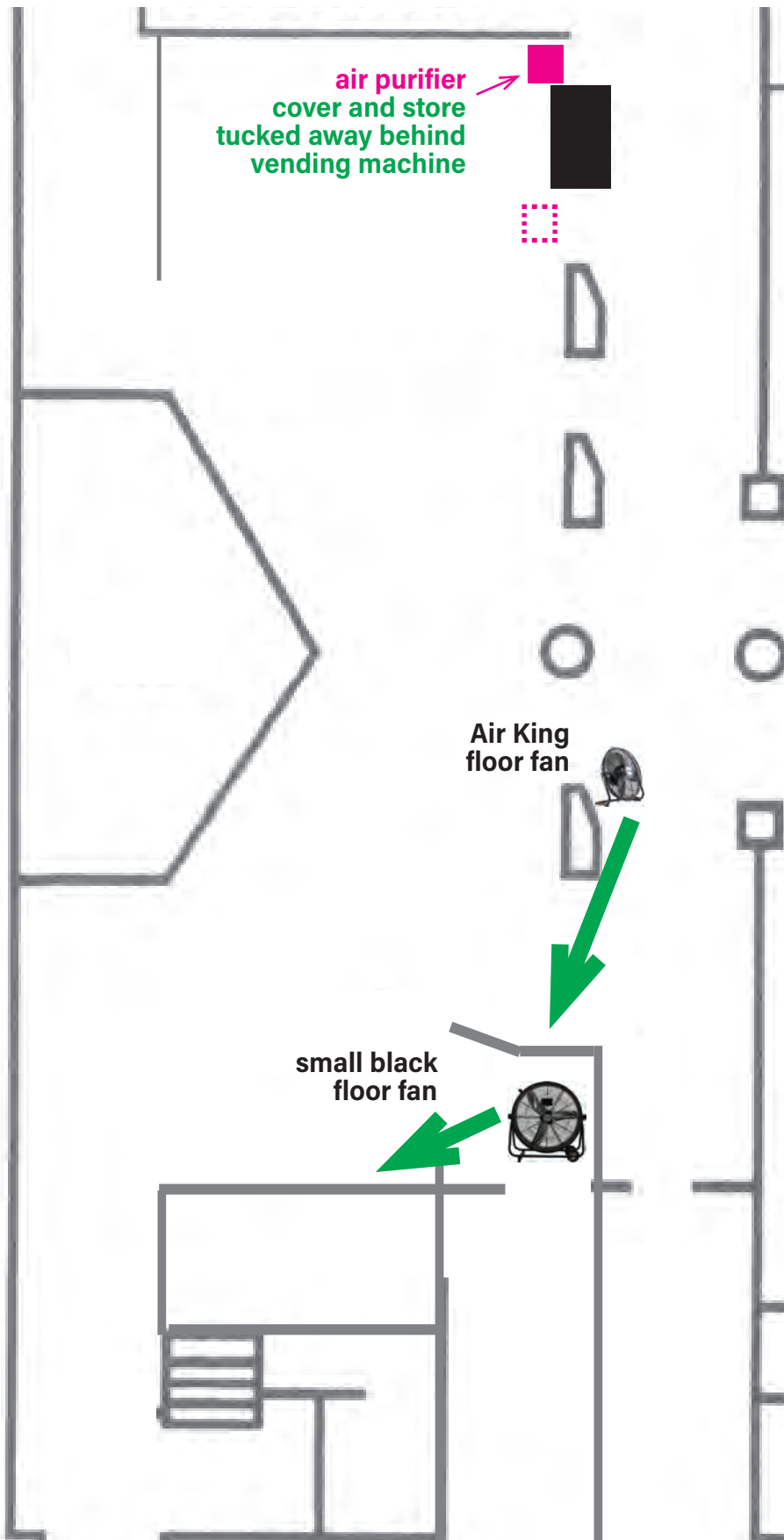


air purifiers
wrap cord loosely on hooks



FULL TEAR-DOWN

STORAGE LOCATION OF MAIN BAR FANS AND PURIFIERS



FULL TEARDOWN - CLOSING

Make sure the following are taken care of:

- **Volunteer sign-up sheets to Ingu**
- **Tonight's money goes**
 - with Jim Warhol, or
 - with Ingu, or
 - in the safe at the DJ booth

Any time after 10:15 pm:

- **Turn off all remaining fans.**
- **Toss all beverages (only empty bottles until 10:30)**
- **When able, return coatrack & hangers to club's coat check room.**
- **Confirm the following commonly forgotten tasks:**
 1. **back room DJ booth clear (microphone, RCA-1/8" cable, CD binder)**
 2. **loft curtains open and secured**
 3. **US flag trapeze stored**
 4. **air blocking board over floor fan by the stage stored**
 5. **front desk electronics OFF, not standby (iPad, iPhone, wifi hotspot)**
 6. **posters and signs on column in hallway stored away**
 7. **posters on all entry doors (check both sides)**
 8. **outside and loft banners have been put away**
 9. **wood box is locked**

At 10:30 pm:

- **Final disposal of all beverage containers**
- **DJ returns DJ cabinet key to the brown wood box. Lock box.**
- **Stay until everyone is out.**