

# **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**
  - Move back room air purifier to 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.**
  
- 10:00 Volunteer shift change**
  - Move the purifier from the corner bar to the back room**
  - Volunteer sheets to Ingu**
  
- 10:15 Toss all empty bottles (only empty bottles until 10:30)**
  - Turn off all fans**
  
- 10:25 Toss all remaining bottles.**
  
- 10:30 Closing.**
  - DJ returns DJ cabinet key to the brown wood box and locks box.**
  - Stay until everyone is out.**

# **TIMELINE: THURSDAY**

- 6:00** Set-up (usually partial). If full set-up, arrive at 5:30 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
  - Move back room air purifier to ballroom
  - Prepare lighted sign board for Sunday
  - If full tear-down, return back room microphone and CD binder to DJ
  - If full tear-down, 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.
  - Start with outdoors, front door, coat-check; then promo area.
  
- 10:00** Tear-down:
  - Main bar + loft banner + flags
  - Volunteer sheets to Ingu
  - Store air purifiers, shut off fans, collect hand sanitizer
  - Toss all empty bottles (only empty bottles until 10:30)
  - Check back room and loft
  
- 10:25** Toss all remaining bottles.
  
- 10:30** Closing.
  - 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 METAL COVID ENTRY TABLE** - set up
- **OUTDOOR SPEAKER**

### MAIN BAR ROOM

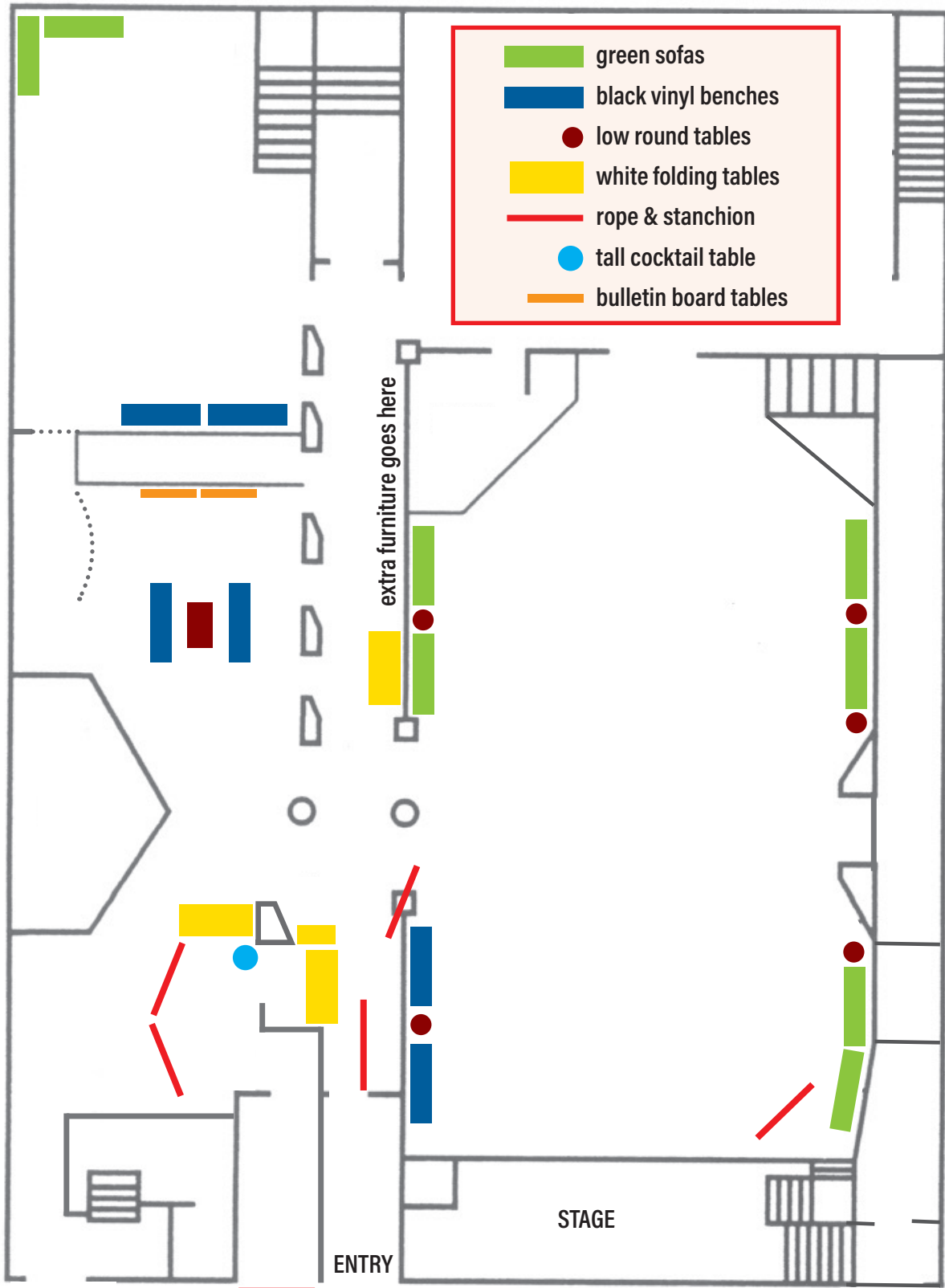
- **FRONT DOOR TABLE** - set up
- **COAT CHECK TABLE & COAT RACK** - set up
- **PROMO TABLE, POSTERS, VOLUNTEER TABLE** - set up
- **LIGHTED SIGN BOARD**

### 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

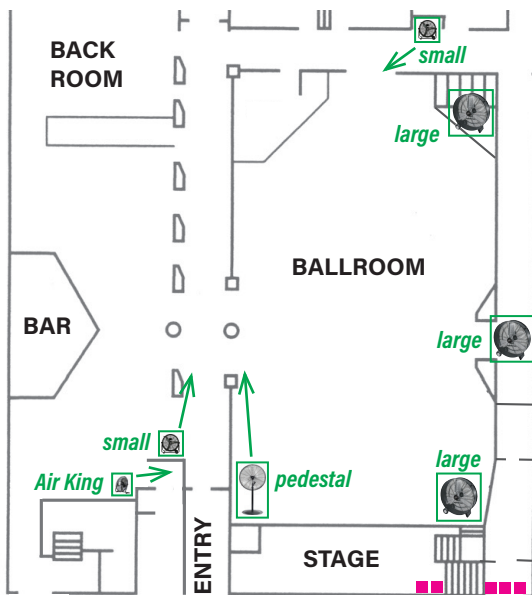


### CIRCUIT BREAKERS

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

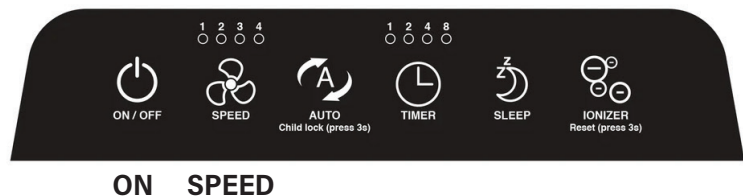
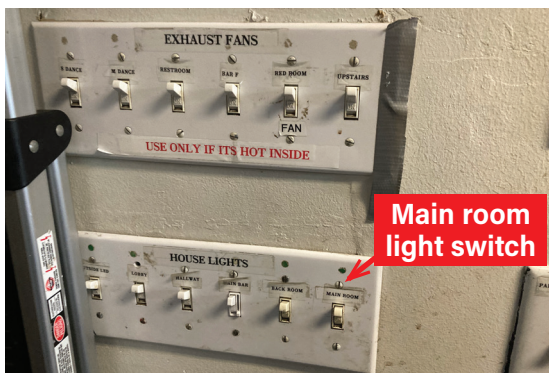
### POSITION FANS AND AIR PURIFIERS

- 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 6-8 for placement and extension cord guide.
- 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.
- WINTER: 1/2 door @ front remains closed.
- 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). The air purifier from the triangular bar goes to the back room for lessons.

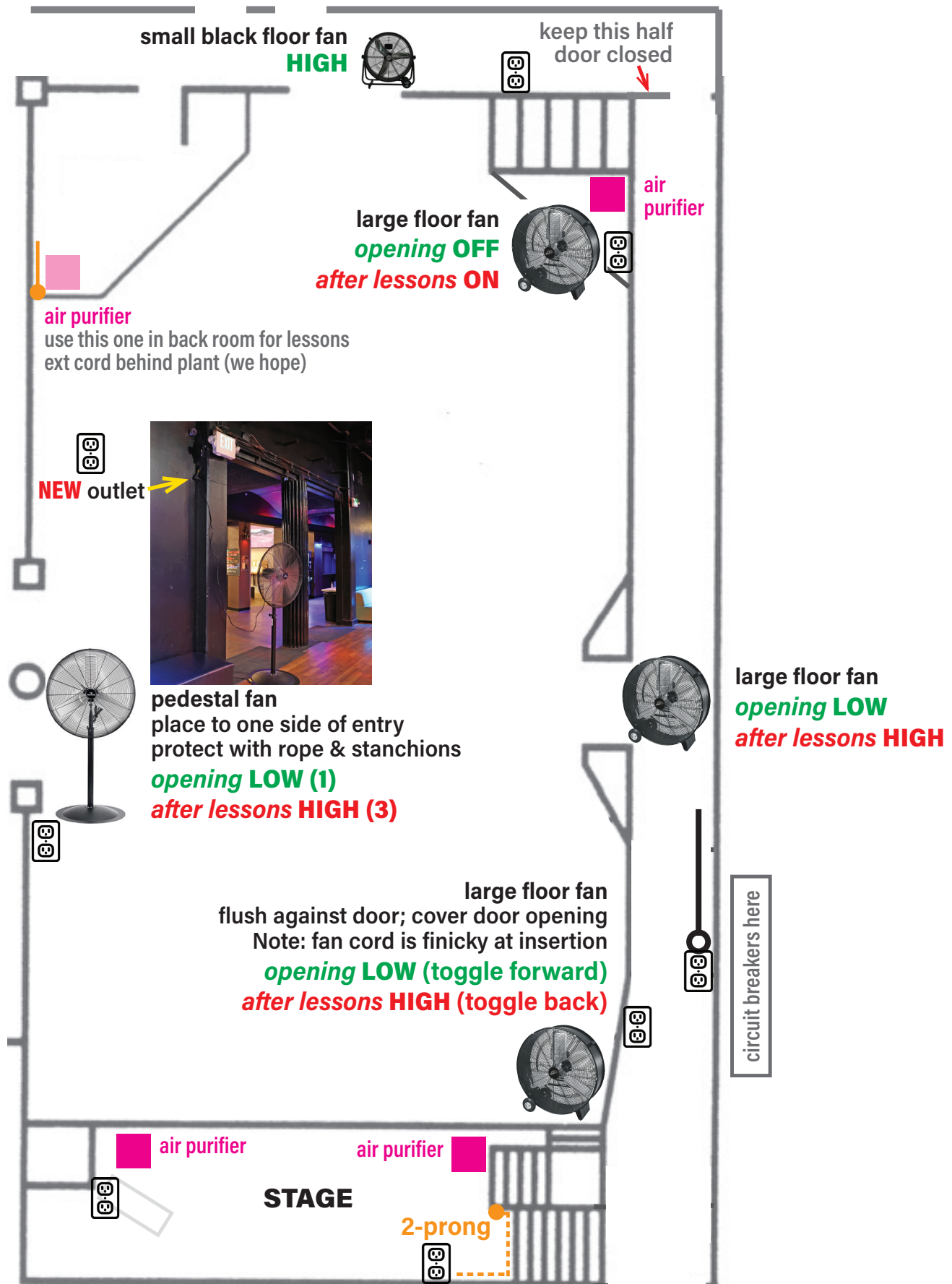


### LIGHTS

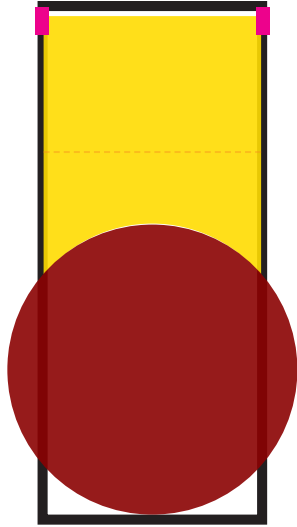
- Fluorescents ON for main room and back room
- Bulletin board and hallway lights on using remote (#2 and #3, respectively)

# 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.

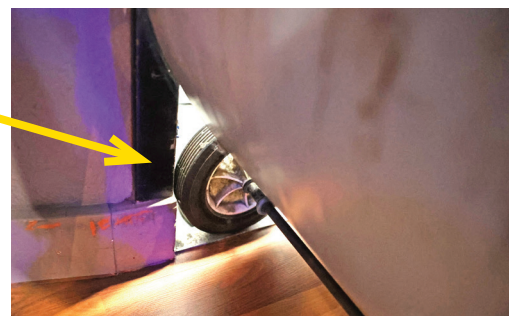


view from inside ballroom



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.
- Return this air purifier to ball-room corner bar after lessons.

## MAIN BAR

air purifier

*Loft may borrow this  
during lessons*



Air King floor fan

**HIGH**

*Loft may use during lessons*



small black floor fan

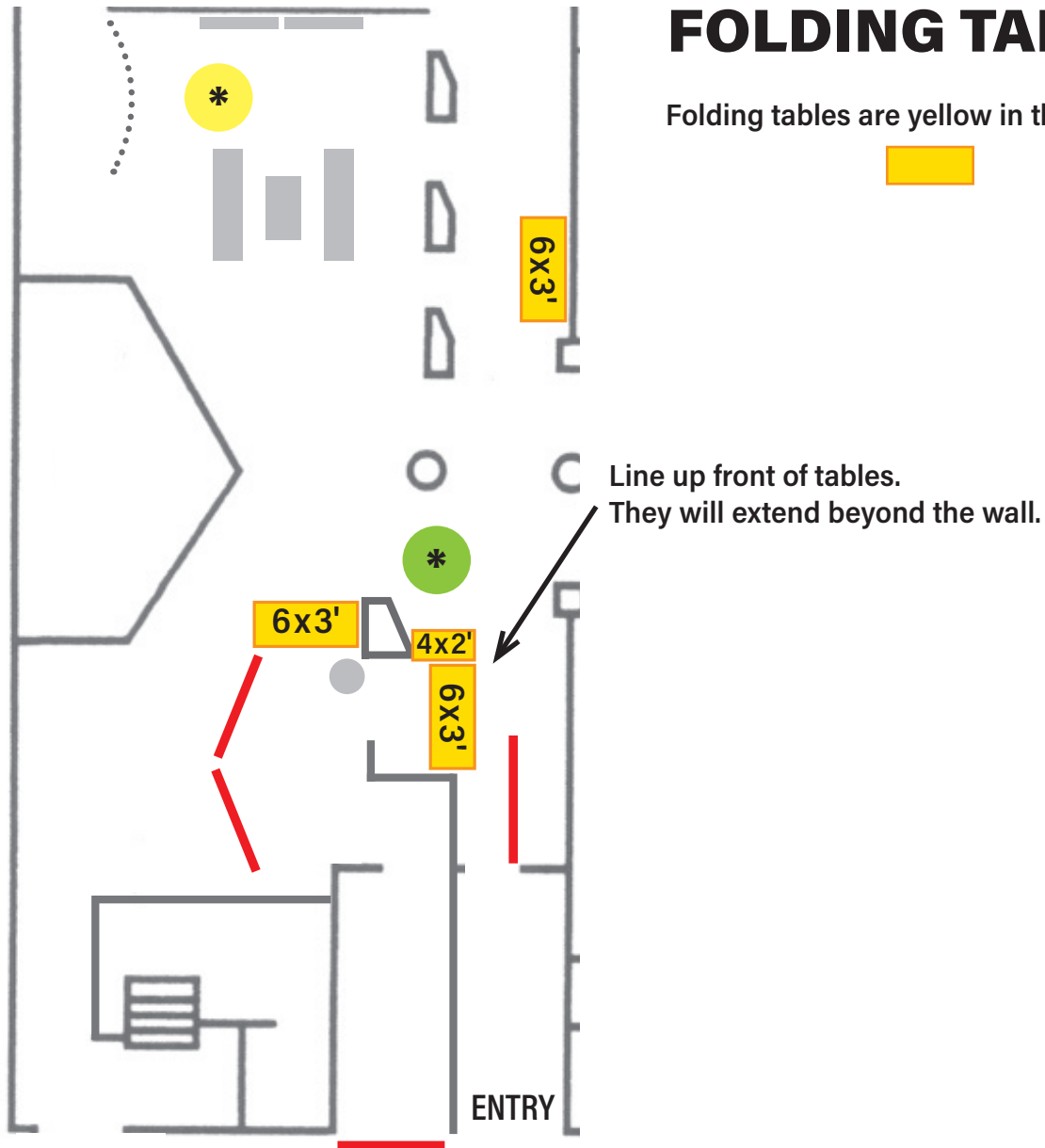
**HIGH**



# 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.)**

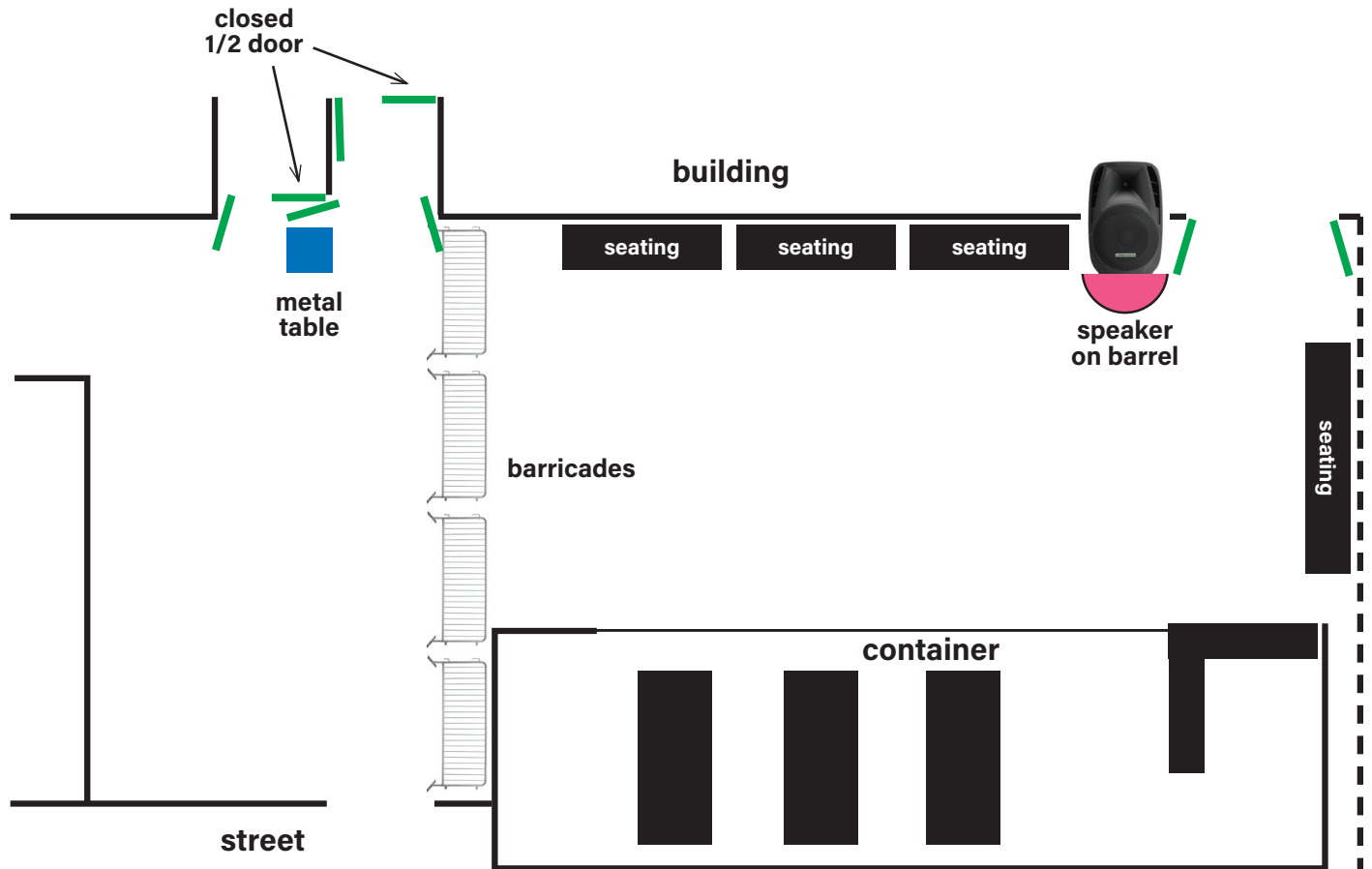


**Sundance Saloon banner attaches to container.  
Align magnets with flat sections.**

# OUTDOOR SET-UP

## PATIO LAYOUT

Wipe down dirty/dusty surfaces.  
(This is a good volunteer task!)  
Rags are in club office entry.



## BARRICADE INSTRUCTIONS

**3** Tuck final barricade behind entry door

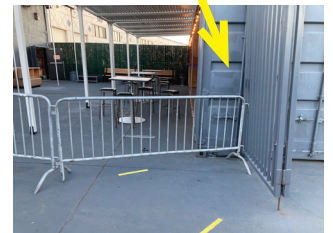
**2** Lock only lower attachment as you go



**4** Traffic cone for this trip hazard

**1 START HERE**

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



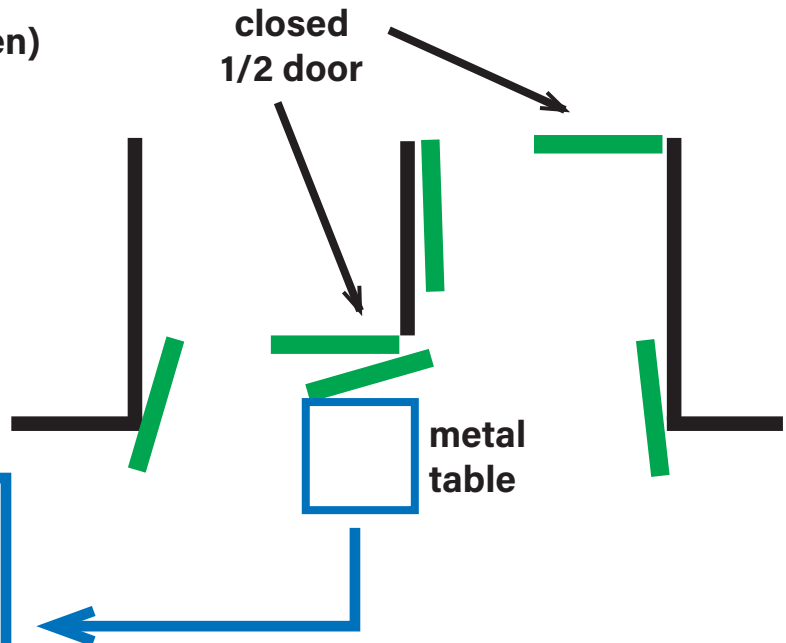
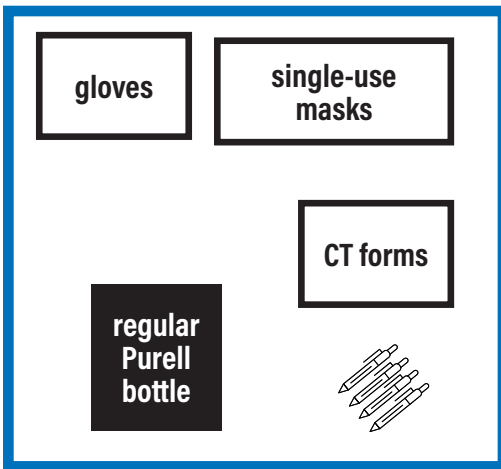


# OUTDOOR SET-UP ENTRYWAY

Note position of doors (green)

closed  
1/2 door

**NEW - FEB 2022**  
We put a regular Purell  
jar out here instead of the  
automated unit.



## Signs

Welcome signs:  
watch ↓ and ← arrows

## Cover club's sign

Rainbow flag:  
magnets under tape

## Sign

Patio entrance:  
attach with Velcro






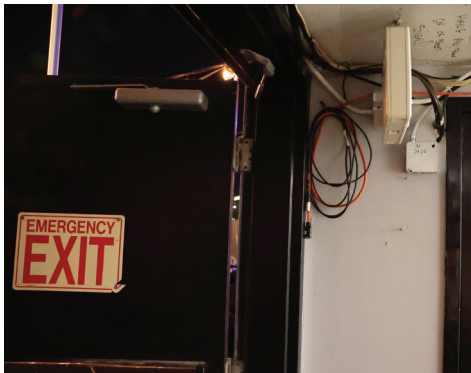
# OUTDOOR SET-UP

## SPEAKER

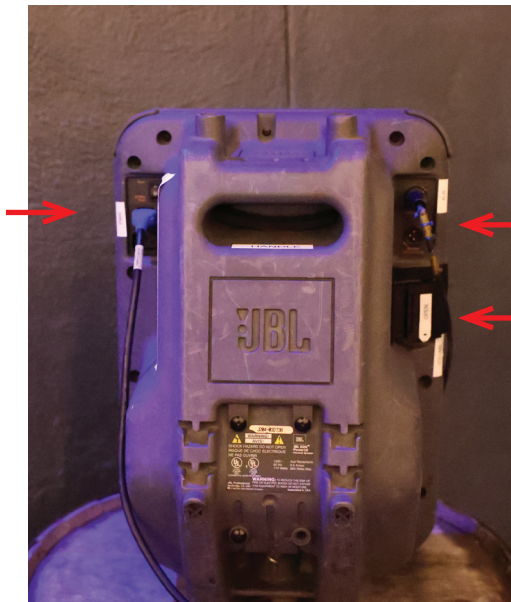
**\*\*\* THE DJ WILL SET THIS UP! \*\*\***

**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. Prop door open




power



XLR

volume  
(under flap)

  
The knob fell  
off; keep in  
horizontal  
position

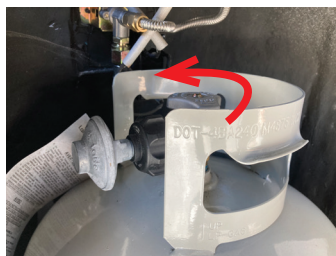
## PROPANE HEATER INSTRUCTIONS



Open door



Find valve at top of tank



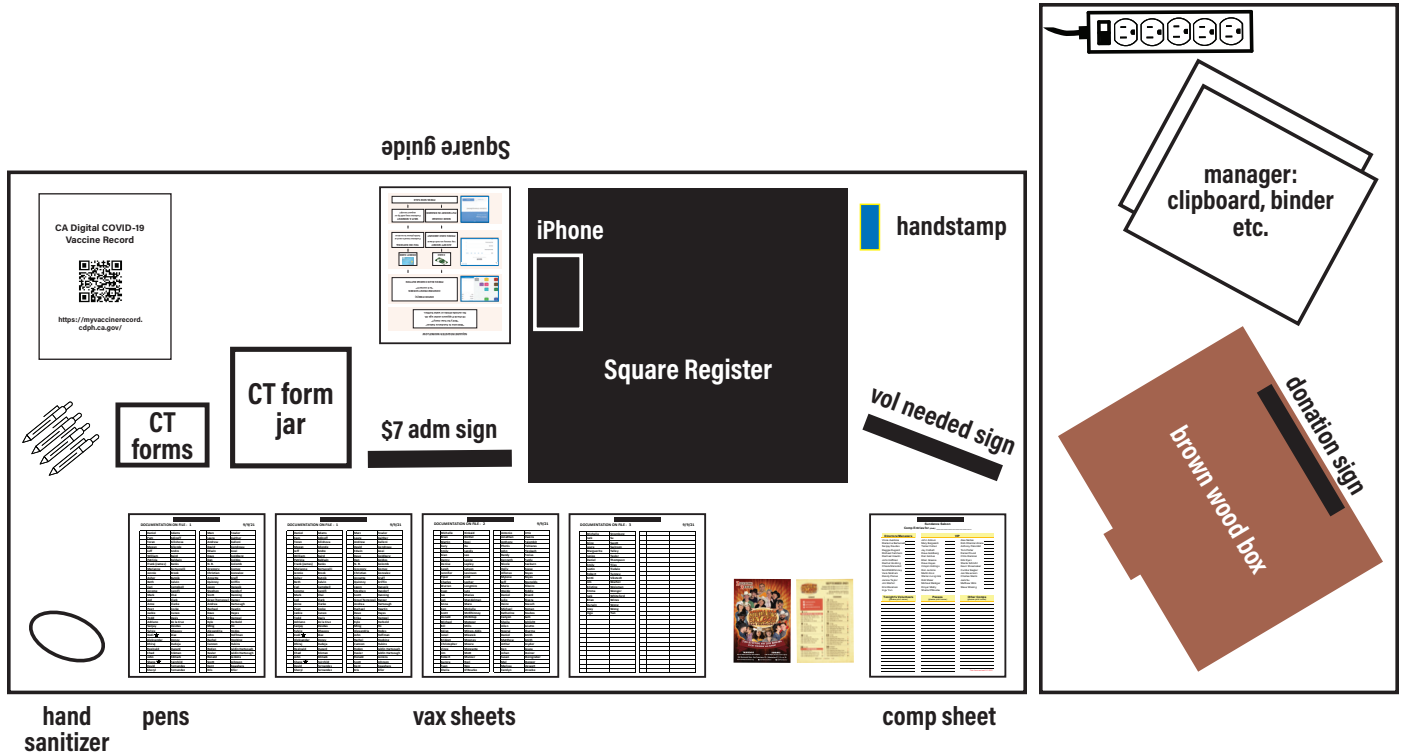
Turn counter-clockwise  
to OPEN



Turn outer knob to LOW

# INDOOR SET-UP

## FRONT DESK



Place barrier here



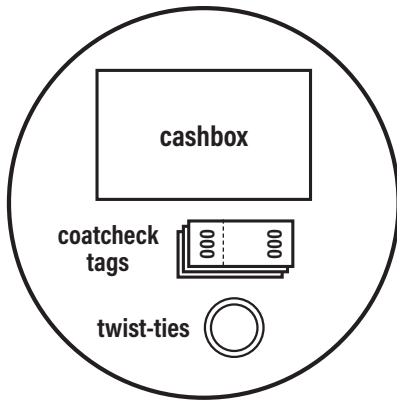
Line up front edges of tables here.



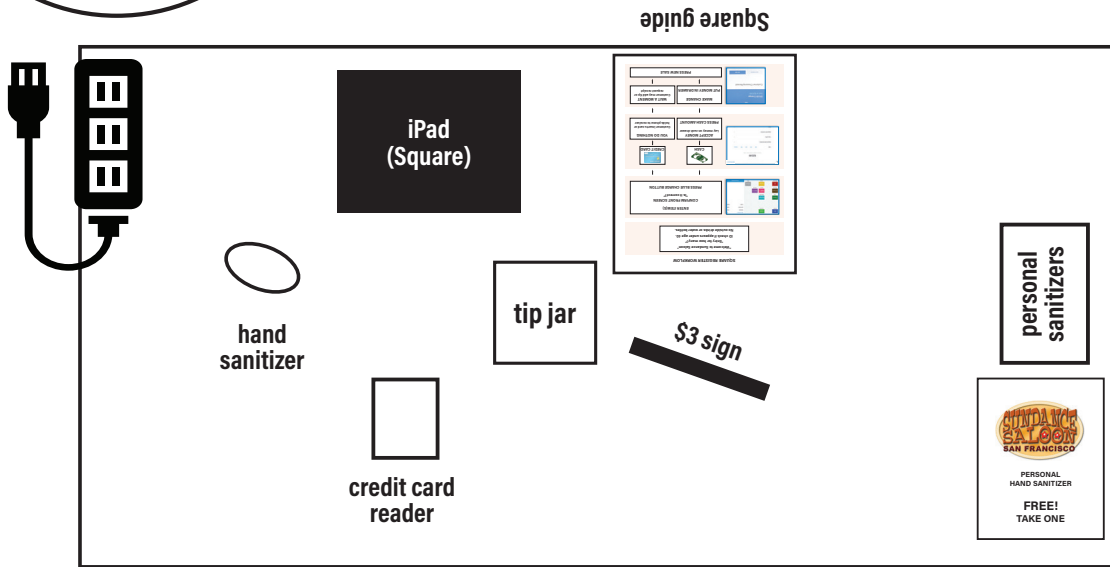
# INDOOR SET-UP

## COAT CHECK - SUNDAY

NEW - FEB 2022  
no more pens



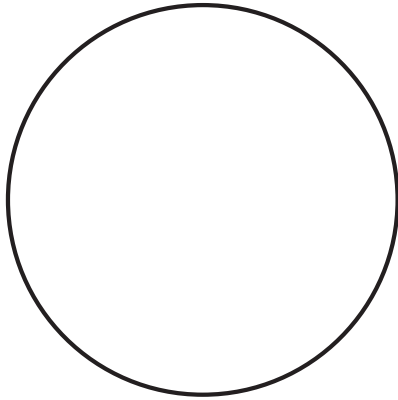
T-shirts and face masks for sale:  
store under table



# INDOOR SET-UP

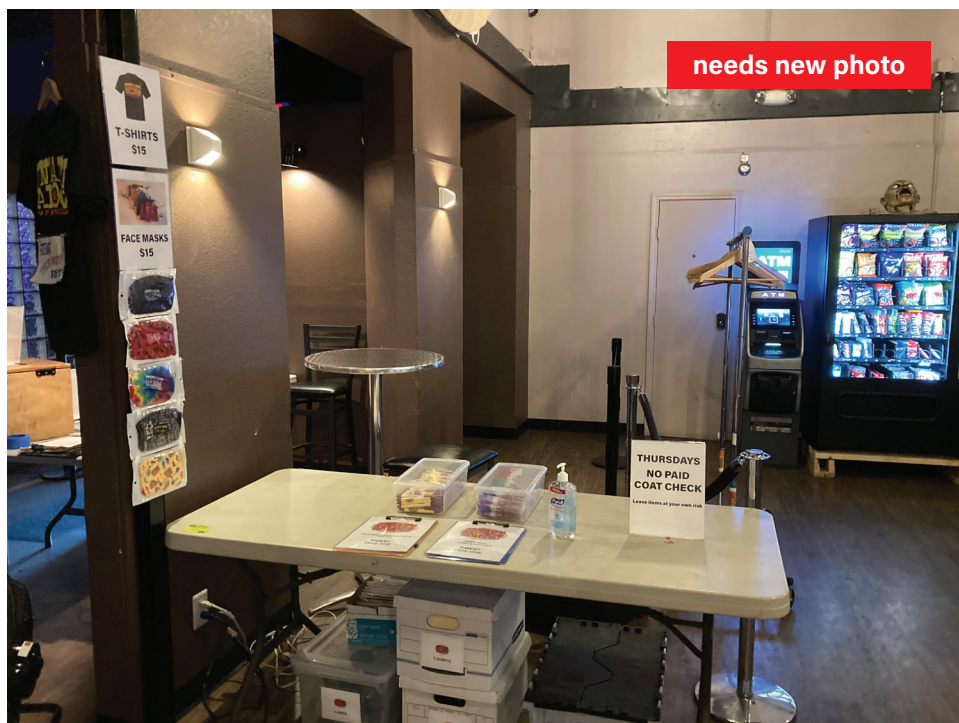
## COAT CHECK - THURSDAY

**NEW - FEB 2022**  
no more pens



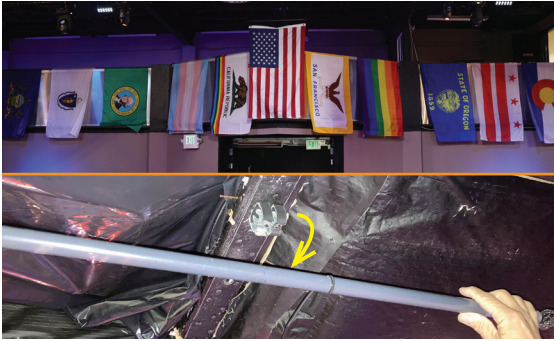
T-shirts and face masks for sale:  
store under front table

Move coat-rack  
outside of barrier area



# 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

- We're using one bulletin board for now.
- Monthly poster(s) hang in hallway
- Set up white 6-foot volunteer table in hallway
- **NEW - Stompede poster board display**



### LIGHTED SIGN BOARD

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

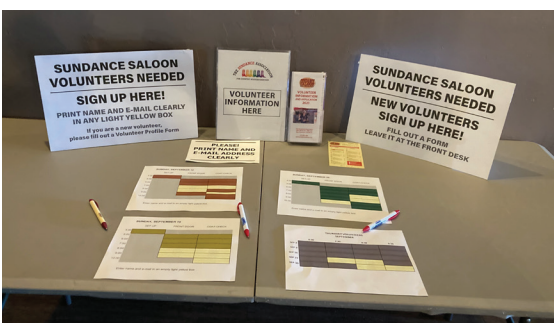


### HAND SANITIZER

- Place one in back room.
- Place one in loft if in use.
- Place remaining around the main ballroom.
- Front area sanitizer is stored in Covid box.

### 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.
- **NEW - 2nd volunteer table for Stompede**



### 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**
  - Move back room air purifier to 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**
  - Move back room air purifier to ballroom**
  - Prepare lighted sign board for Sunday**
  - If full tear-down, return back room microphone and CD binder to DJ**
  - If full tear-down, 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:

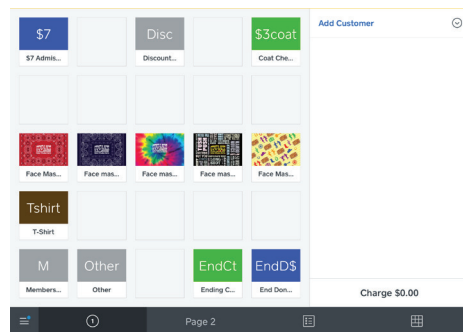
<https://sundancesaloon.org/manager.html>

## STARTING THE CASH DRAWER

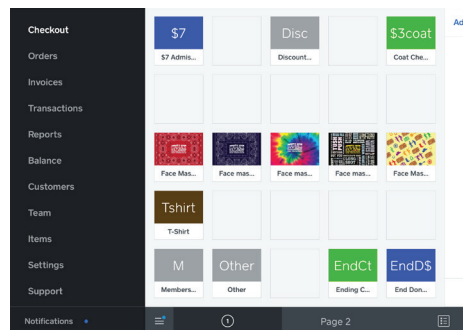
1. Count the money before starting the cash drawer.
2. There are separate cash drawers for the front door and coat-check.
3. The front door start cash drawer window will appear automatically.
4. Enter the starting cash amount in both Square drawers and Start Drawer.
5. **\*\*On the front door Square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

## COAT CHECK SQUARE iPad (Sunday)

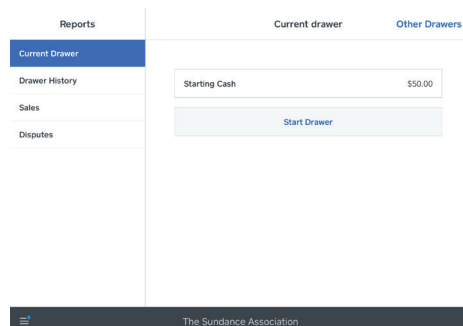
Press the three bar icon  
lower left corner of the screen



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 = \_\_\_\_\_

\$ 12

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

\$ 13

## ENDING TOTAL

\$ 14

## ADMISSIONS

10

Per Square  
Reports → Sales

Difference

Comps

TOTAL

## COMMENTS

Admissions per vax count

vax check-in sheets + contact tracing forms

11



# 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 the Actual vs. Expected Difference as reported by Square.  
☐ 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. Round up/down.
  3. Record the comp admissions per the comp sign-in sheet.
  4. Add all of the above for the TOTAL admissions.
- 11 Calculate Admissions based on vax sign-ins + contact tracing forms.

## END COAT

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

Vax documentation is separate:

- Vax sign-in sheets
- Contact tracing forms
- Send these home with Ingu or any responsible person. These must not stay at Sundance, in case we need the contact tracing information.

**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  
Move the purifier from the corner bar to the back room  
Volunteer sheets to Ingu
- 10:15** Toss all empty bottles (only empty bottles until 10:30)  
Turn off all fans
- 10:25** Toss all remaining bottles.
- 10:30** Closing.  
DJ returns DJ cabinet key to the brown wood box and locks box.  
Stay until everyone is out.

### **THURSDAY**

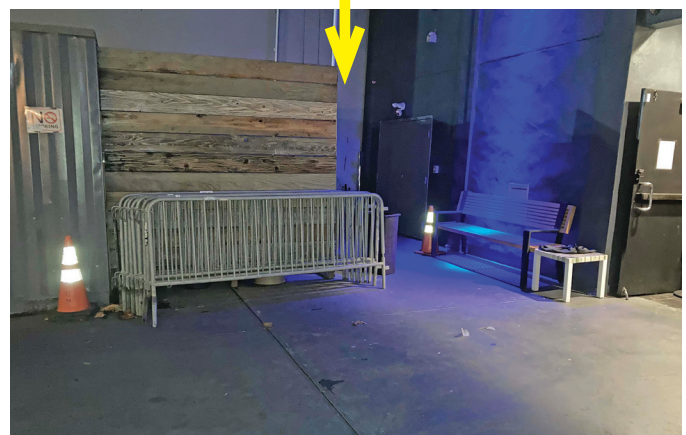
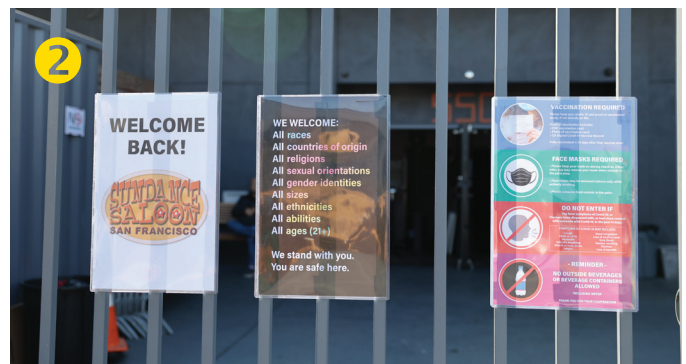
- 9:00** Count money with volunteer
- 9:30** Volunteer shift change  
Begin tear-down. 9:30 pm volunteer assists.  
Start with outdoors, front door, coat-check; then promo area.
- 10:00** Tear-down:  
Main bar + loft banner + flags  
Volunteer sheets to Ingu  
Store air purifiers, shut off fans, collect hand sanitizer  
Toss all empty bottles (only empty bottles until 10:30)  
Check back room and loft
- 10:25** Toss all remaining bottles.
- 10:30** Closing.  
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

1. **Banner** - roll up (don't fold). If wet, leave unrolled. Place inside entrance.
2. **Outdoor signs** - collect and place on lower shelf of entryway table. Signs attached to doors should be left in place.
3. **Entryway table** - move inside alternate entrance. Do not disassemble.
4. **Barricades** - move to storage location near container.





# PARTIAL TEARDOWN - OUTDOORS 2

## [SUNDAY]

### SPEAKER

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

- Turn off power
- Set speaker and cables inside hallway along near wall



**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.  
**\*\*\* IMPORTANT \*\*\* POWER OFF iPad.**
- The front door table can be left intact.  
**\*\*\* IMPORTANT \*\*\* POWER OFF Square Register, wi-fi and iPhone.**

Any time after 10:00 pm:

- Move corner bar air purifier to back room.
- 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. Lock 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, entryway table/Covid box
- **OUTSIDE SPEAKER:** DJ will now handle. You may need to remind.
- **FRONT DOOR:** Square Register box, wood (front door) box
- **COAT CHECK:** coat-check/merchandise flipper tub box
  - Keep coat rack out until closer to closing
- **MAIN BAR:** promo flipper tub box, volunteer table, bulletin board

Any time after 10:00 pm:

- **UPSTAIRS BANNER** (Sundance Association)
- **FLAGS**
- **BALLROOM PURELL**
- **FANS:** Store the four fans that need to be put away (see map)
  - Put away air flow blocker on floor fan by stage
- **AIR PURIFIERS**

Any time after 10:15 pm:

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

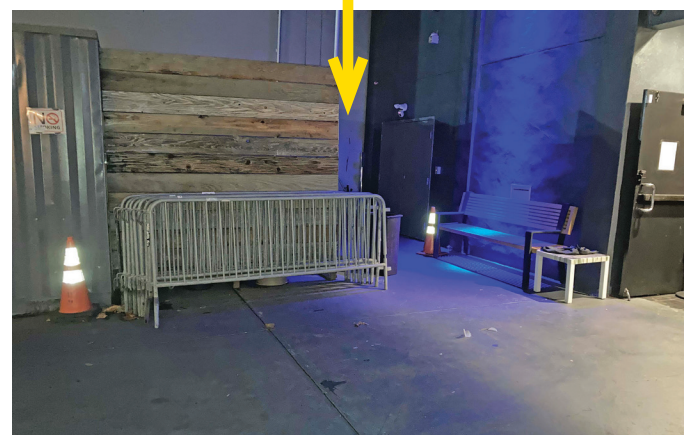
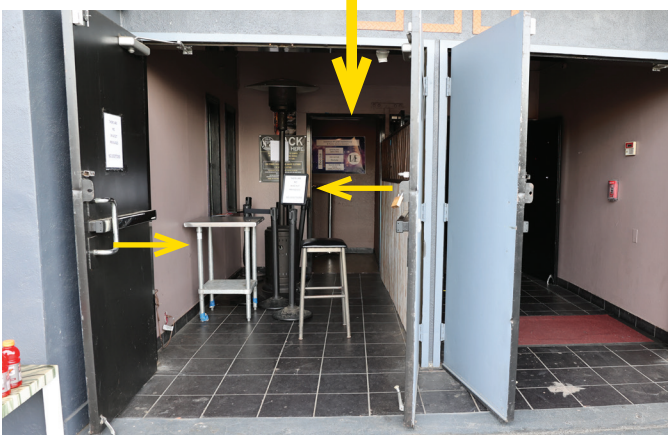
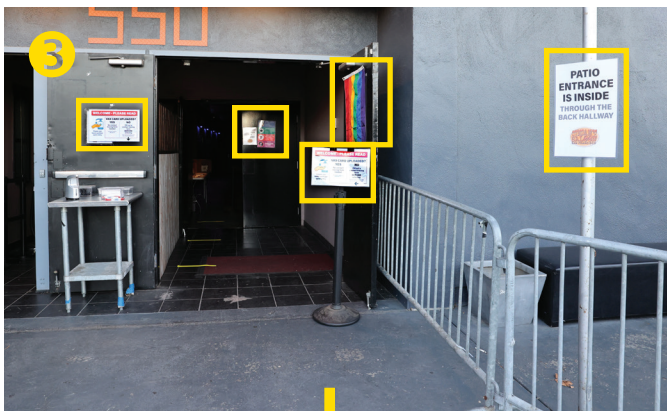
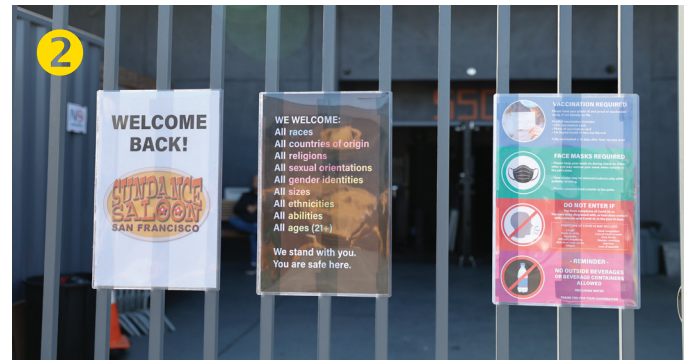
At 10:30 pm:

- 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, the rainbow flag cover, and the new EXIT sign.
  - Stack together - these are not stored inside a box.
3. **Entryway table** - **NEW: place all supplies (except hand sanitizer) in the top layer of the wood "front door" box.** Place the metal table and sign stand inside the alternate entrance. Purell goes in the Purell box.
4. **Barricades** - move to storage location near container.

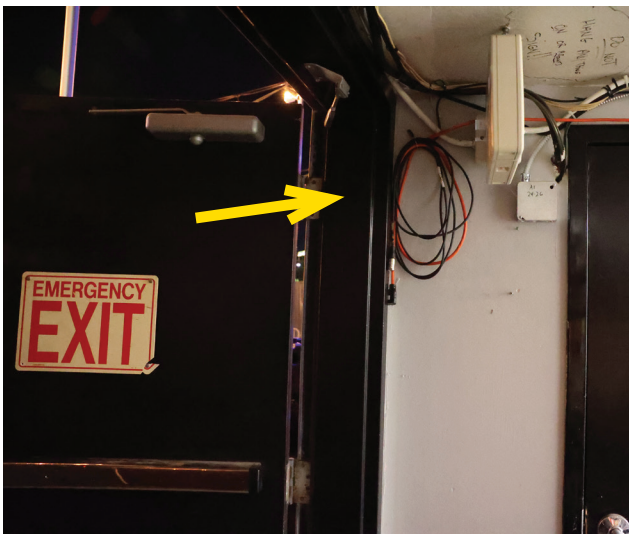




# FULL TEARDOWN - OUTDOORS 2

## SPEAKER (DJ will now handle this!)

- Turn off power
- Black power cord stored in DJ booth cabinet
- Extension cord and XLR cable coiled loosely on hook by exit
- Speaker goes in hallway against back wall by column, out of exit path



**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

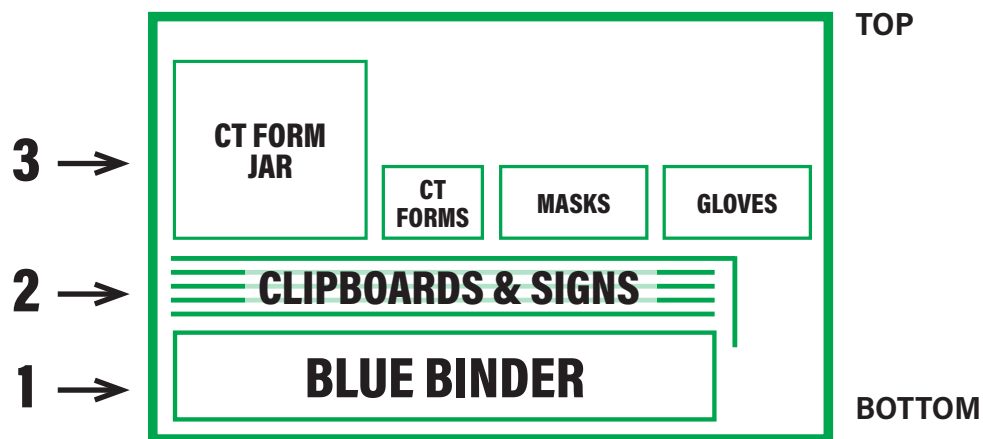
## FRONT TABLE

### 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).
- Put the collection jar and plastic boxes from the front table and outside table on top.



# FULL TEARDOWN - INDOORS 2

## COAT CHECK BOX - FLIPPER TUB

- Include everything on the coat check tables (except Purell -> Covid box).
- To get everything to fit, follow this order

1. IMPORTANT - First take everything out of the flipper tub box.



TOP VIEW

2. Plastic shoebox and cash box at the bottom.

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



SIDE VIEW



TOP VIEW

4. Tip jar and face mask box next layer



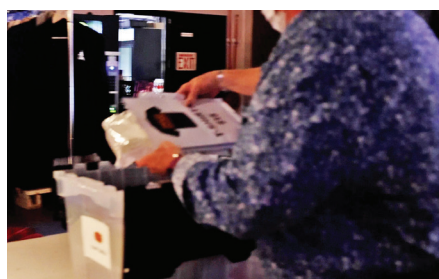
SIDE VIEW



SIDE VIEW

5. Fit everything else in (signs and iPad). Remember the \$15 for sale signs!

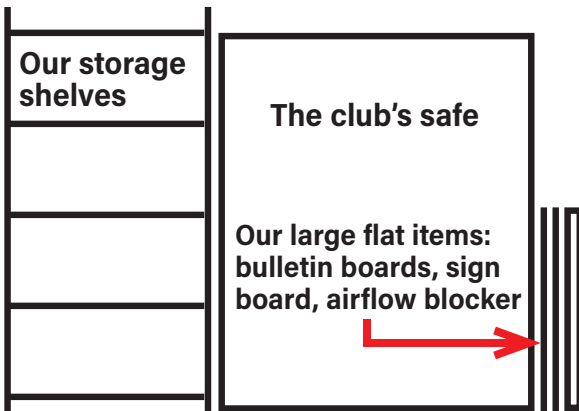
6. **NEW: Display T-shirt goes in here now.**



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
- Stompede poster board goes by bulletin board

### FOLDING TABLES

- Break down and place in club's coat-check room

### LIGHTED SIGN BOARD

- Store in cardboard box in coat-check room.

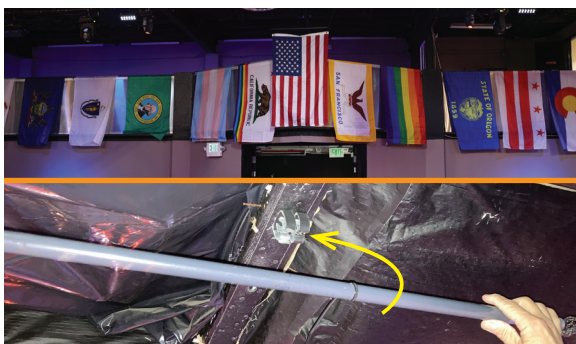


### FLAGS

- Put flags away in box
- IMPORTANT: Store US flag trapeze on ceiling

### SUNDANCE ASSOCIATION BANNER

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



### HAND SANITIZER

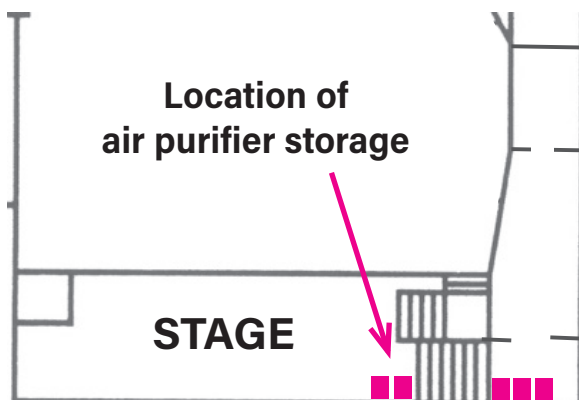
- Place Purell hand sanitizers in small Purell box
- Remember there's one in the Back Room and there may be one in the Loft.

### FANS & FAN ACCESSORIES

- Some fans will need to be relocated to storage locations. See map next page.
- Detach airflow blocker from fan by the stage. Store in coat-check room.

### AIR PURIFIERS

- Wrap cord loosely on hooks of air purifiers.
- Coil stage ext cord on top of one air purifier.
- Cover and store all by stage: 2 under table at bottom of steps, 3 along wall at top of steps.





## STORAGE LOCATION OF BALLROOM FANS



## hallway fan

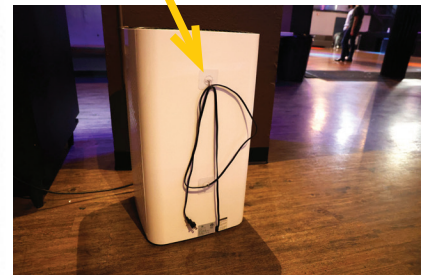


**pedestal fan**

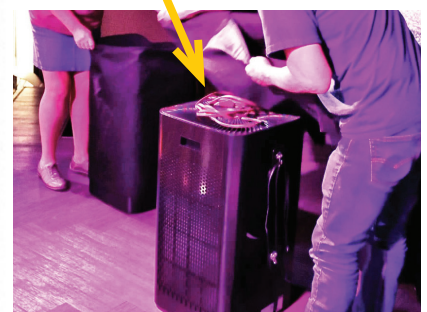


## air purifiers

**wrap cord loosely on hooks**

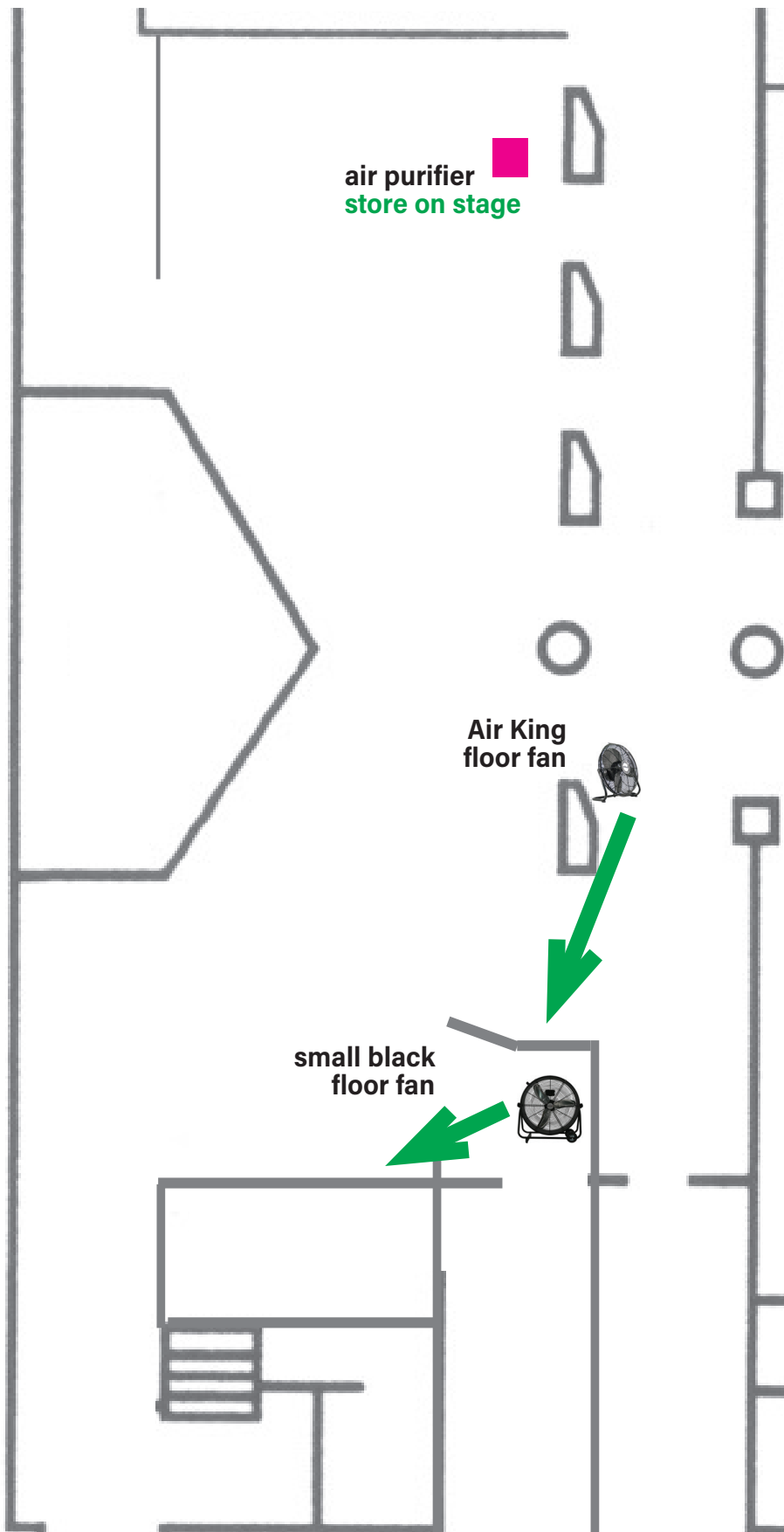


## 2-pronged ext cord



# FULL TEAR-DOWN

## STORAGE LOCATION OF MAIN BAR ROOM FANS



# **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 (in the white paper bag)
- **Vax sign-in and contact tracing form goes**
  - with Ingu, or
  - with anyone who can keep on hand for 2 weeks in case we need them

**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 on column in hallway stored away**
  7. **posters on all entry doors (check both sides)**
    - includes new EXIT sign on front door facing the bar

**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.**