

# **TIMELINE: SUNDAY**

- 4:00** Indoor set-up
- 4:15** Outdoor set-up
- 4:45** Count money
- 4:50** Orient first volunteers
  
- 5:00** Club opens
  
- 6:00** Volunteer shift change
  
- 7:00** Volunteer shift change
  
- ~ 7:15** Whenever lessons end  
All fans on high (begin during final line dance lesson run-through)  
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
  
- 9:30** Count money
  
- 9:45** Begin tear-down (start with outdoors)
  
- 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
  
- 10:30** Closing.  
DJ returns DJ cabinet key to the brown wood box and locks box.  
Stay until everyone is out.

# **TIMELINE: THURSDAY**

**5:30** Indoor set-up  
**5:45** Outdoor set-up  
**6:15** Count money  
**6:20** Orient first volunteer

**6:30** Club opens

**7:30** Volunteer shift change  
Prepare lighted sign board for Sunday

**~ 8:00** Whenever lessons end:  
All fans on high (begin during final line dance lesson run-through)  
Fluorescent lights off in main ballroom (end of line dance lessons)  
Move back room air purifier to ballroom

**8:30** Volunteer shift change

**9:30** Volunteer shift change  
Count money with volunteer

**9:45** Begin tear-down (start with outdoors)  
Final hour volunteer can help with tear-down

**10:00** Tear-down indoors  
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

## **FULL TEAR-DOWN:**

Store in club coat room: bulletin board, lighted sign board, flags, banner  
Store in club: speaker, fans, air purifiers

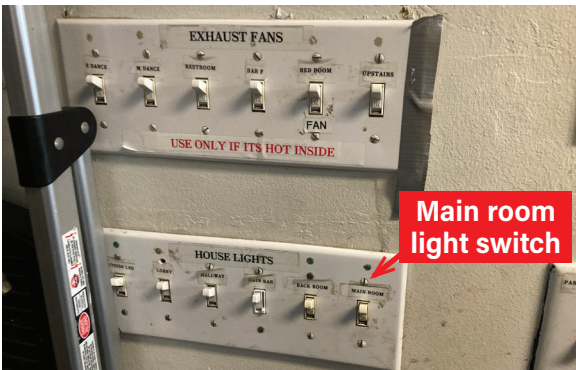
**10:30** Closing.  
DJ returns DJ cabinet key to the brown wood box and locks box.  
Stay until everyone is out.

# INDOOR SET-UP



## CIRCUIT BREAKERS

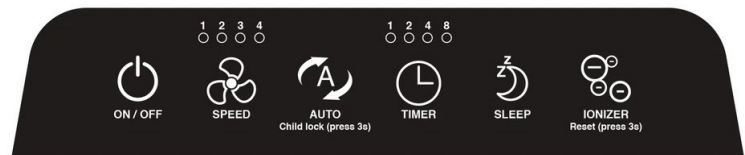
- There are three electrical panels.
- Switch all to "ON" (center) if not already done by the club.
- Include the ROOF FAN circuit breaker.



Main room light switch



Remote  
[2] hallway table  
[3] bulletin board



ON SPEED

## LIGHTS

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



## LIGHTED SIGN BOARD

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

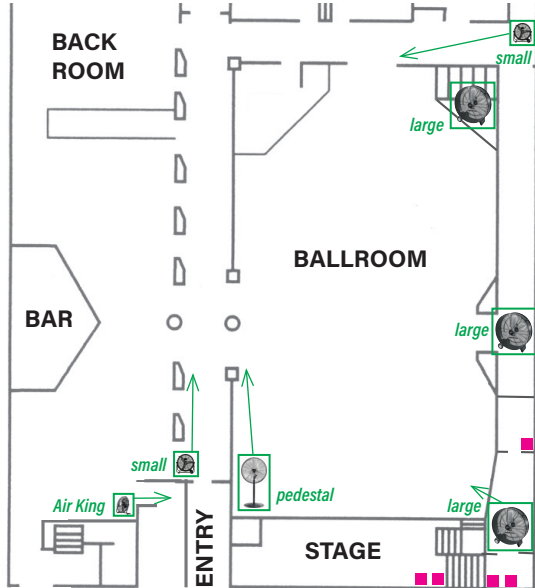


## VOLUNTEER SIGN-UP TABLE

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

# ADDITIONAL INDOOR SET-UP

## FULL SET-UP

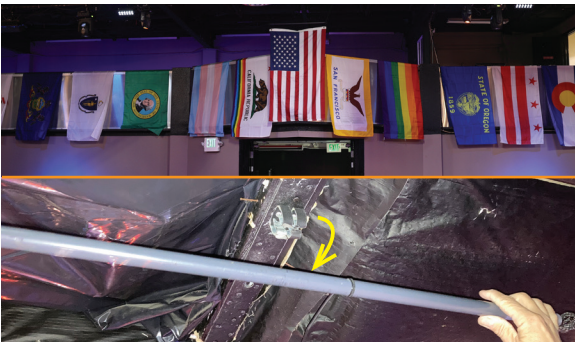


### SET UP FURNITURE FIRST

- See page 5 for details.

### 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 ■ on stage or rooms above stage (we hope).
- See detailed maps pg 6-7 for placement and extension cord guide.
- Store air purifier covers in room above stage.



### HAND SANITIZER

- Place one in back room.
- Place one on high cocktail table near entry.
- Place remaining around the main ballroom.

### 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.  
Later there will be two: community board on the left, Sundance board on the right.
- Monthly poster(s) hang in hallway
- Set up white 6-foot volunteer table in hallway



### SPECIAL EVENT TABLE

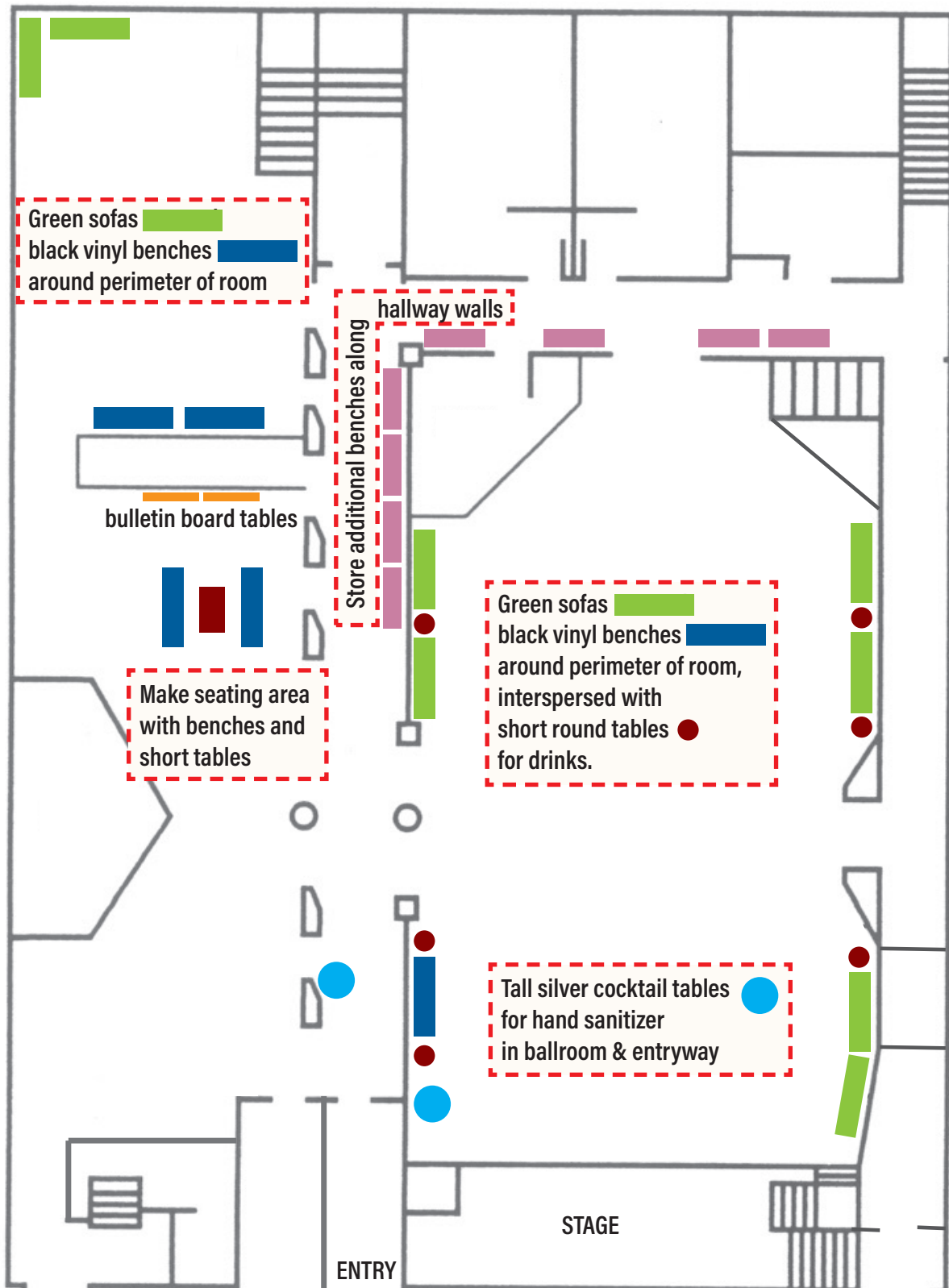
- We sometimes set up a white 6-foot table in the bar area for special needs or events. Ask.



# INDOOR FURNITURE LAYOUT

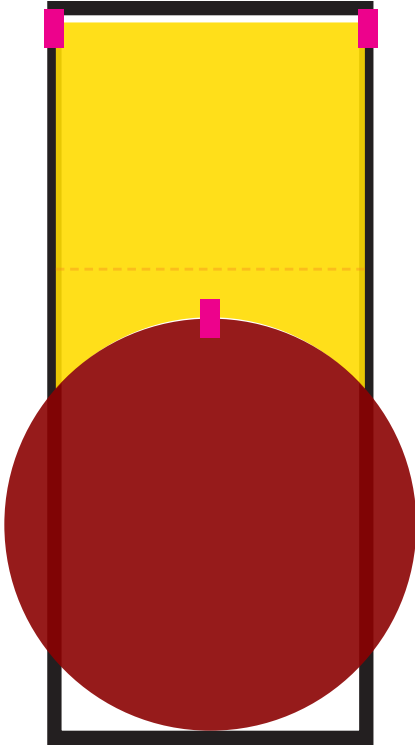
## FULL SET-UP

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




# FAN SET-UP BY MAIN STAGE

## FULL SET-UP



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

- Place the drum fan flat against the door as much as the wheels allow.
- Tape  the foam board to the door frame and the fan.
- Open the door as wide as possible, and fix in place with a stanchion.



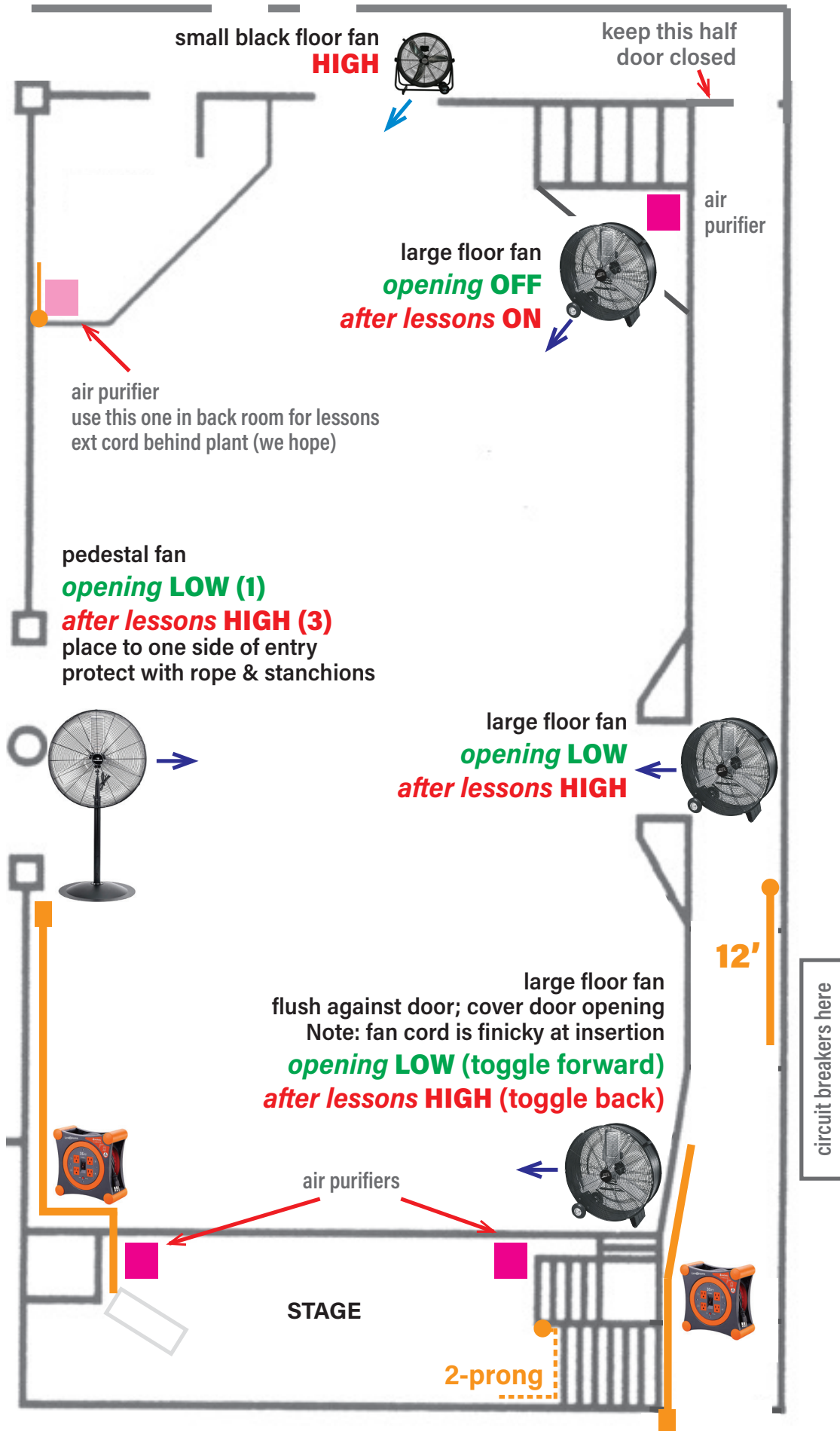
view from inside ballroom



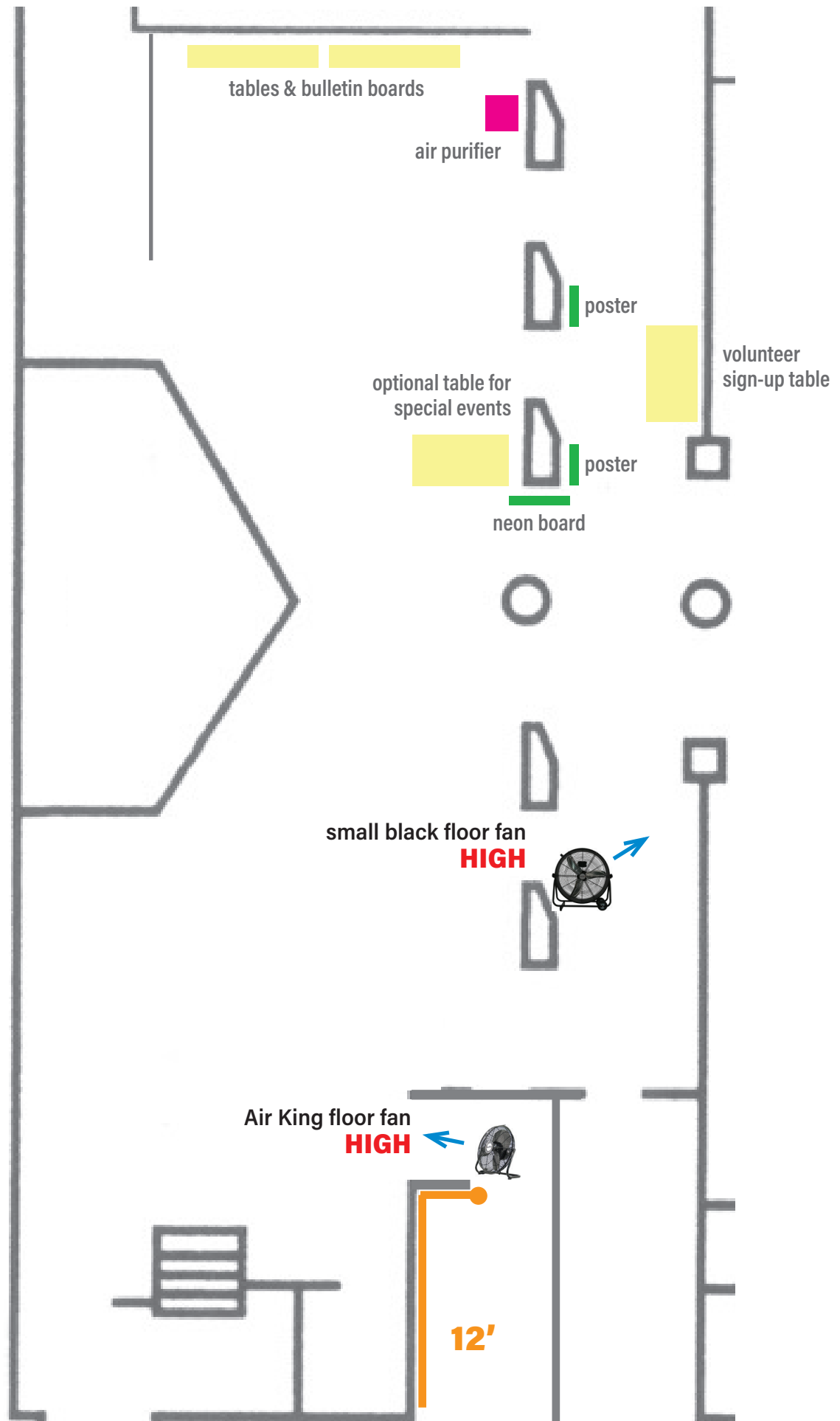
view from back hallway

## PARTIAL SET-UP RESUME HERE

### BALLROOM

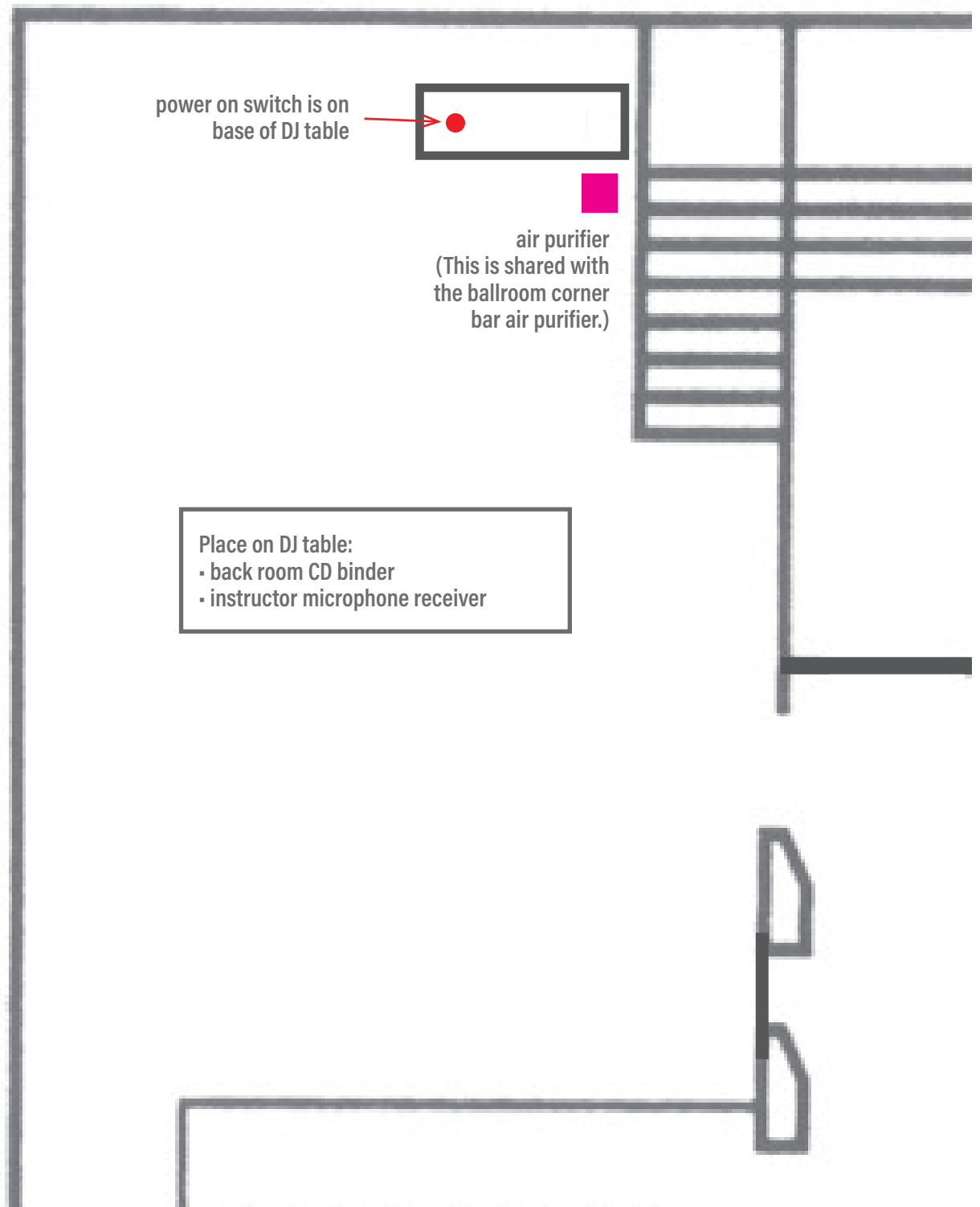


# MAIN BAR





# BACK ROOM



# OUTDOOR SET-UP 1

## 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.**

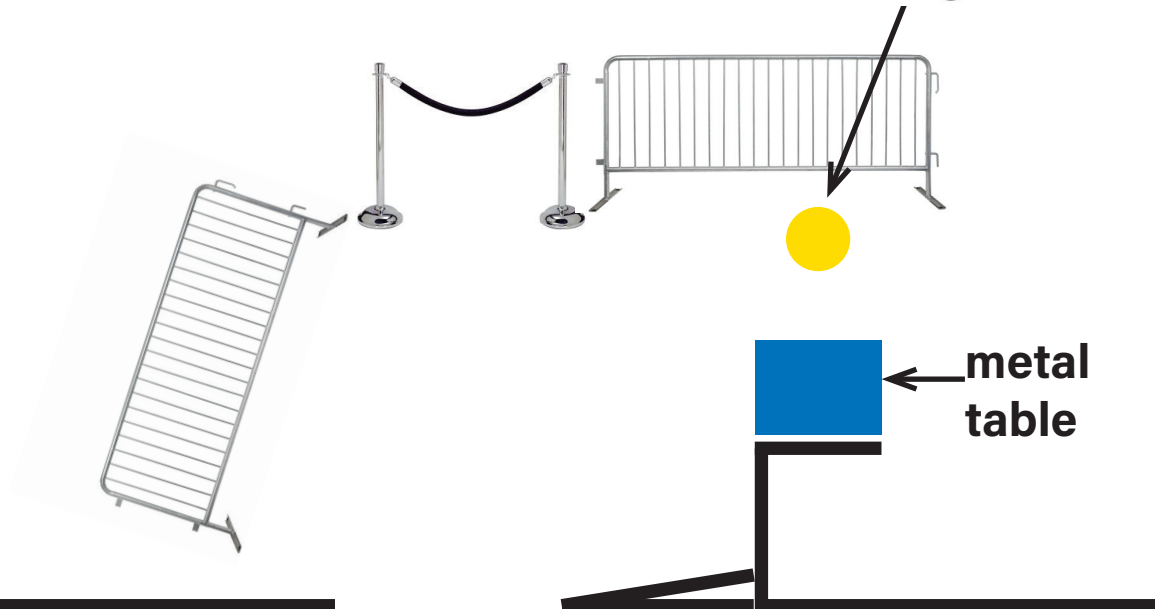
# OUTDOOR SET-UP 2

## ENTRYWAY LAYOUT

building



Attach sign with binder clips.  
Reverse = handstamp required sign.



street



# OUTDOOR SET-UP 3

## ENTRYWAY TABLE



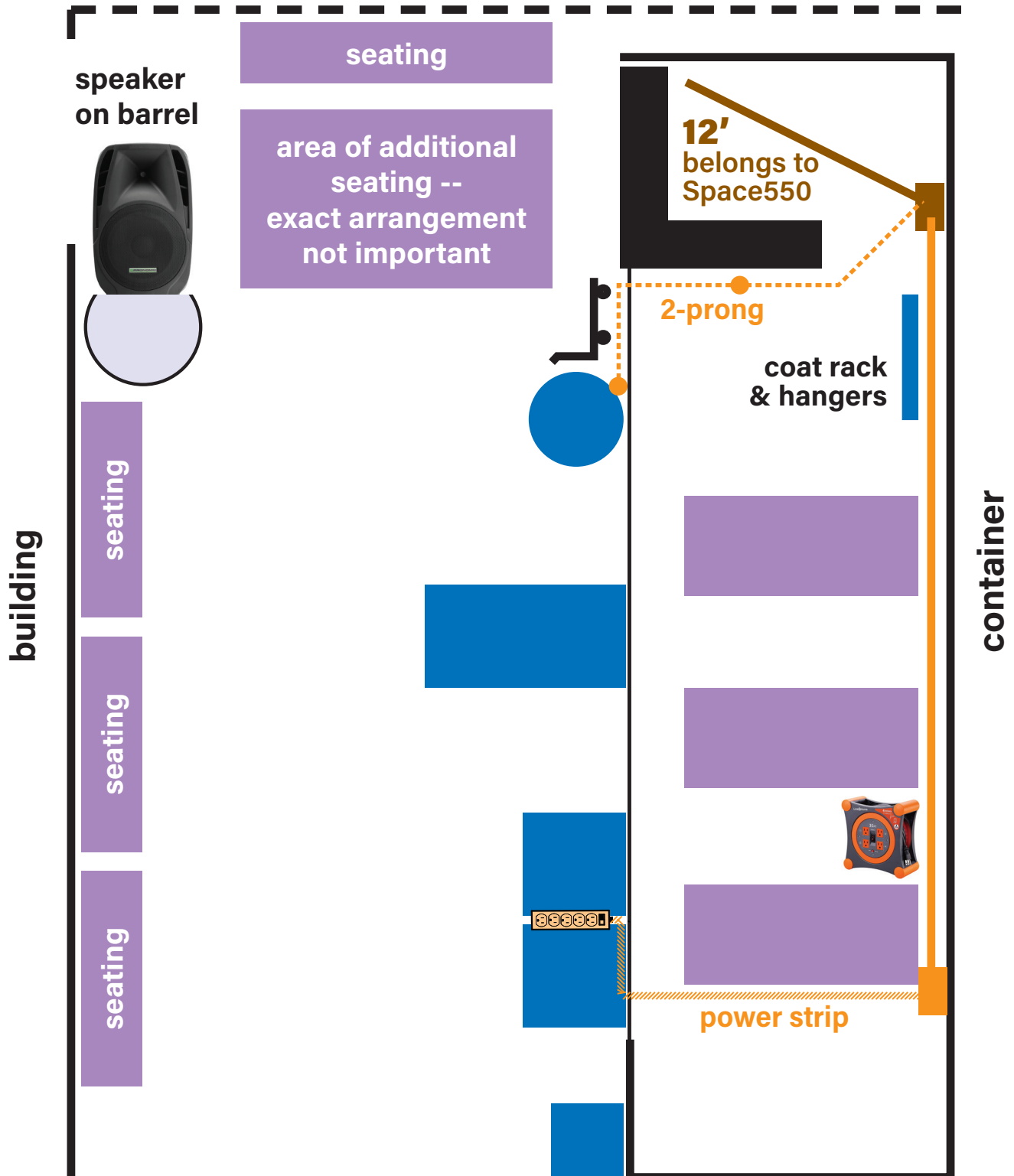
- **hand sanitizer (touchless)**  
turn on = press and hold right button
- **gloves (in clear box w magnets)**
- **disposable masks (in clear box w magnets)**
- **contact tracing forms (in clear box w magnets)**
- **pens**
- **signs: CA Vax Record; multi-color vax + mask**



# OUTDOOR SET-UP 4

## PATIO LAYOUT

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



# OUTDOOR SET-UP 5

## FRONT DOOR TABLE



### Volunteer side of table:

- Square register [power = center bottom edge of screen]
- Square instruction sheet (tuck under edge of register)
- Sundance wifi [hold power 5 seconds]
- iPhone with Verfier app
- Magnifying lens with light
- Hand stamp
- Volunteer log (Sundays)
- Manager's clipboard (receipts worksheet goes here)

### Customer side of table:

- Vax on file lists (clip to clipboards) - in numerical order
- Comp list (clip to clipboard)
- Container to collect contact tracing forms (converted tip jar)
- Contact tracing forms (in clear box) + pens
- Signs: Admission; Volunteer needed (Sunday) - use bean bags
- Hand sanitizer
- Sundance promo cards

# OUTDOOR SET-UP 6

## MIDDLE TABLE



- Wooden box, locked, with donation sign
- Anniversary pens (free) with sign on clipboard
- Personal hand sanitizers (free) with sign on clipboard
- Hand sanitizer



# **OUTDOOR SET-UP 7**

## **COAT CHECK**

### **THURSDAY**

**Use “No Paid Coat Check” sign.**

**Place merchandise for sale near front door volunteer.**

### **SUNDAY**

**On table:**

- Coat-check tags, twist-ties
- Sign = “coat-check \$3” with beanbag
- Tip jar
- Hand sanitizer
- Square iPad & card reader; Square instructions

**In back area:**

- Cashbox (hide a little)
- T-shirts for sale in box
- Face masks for sale in open box

**On wall:**

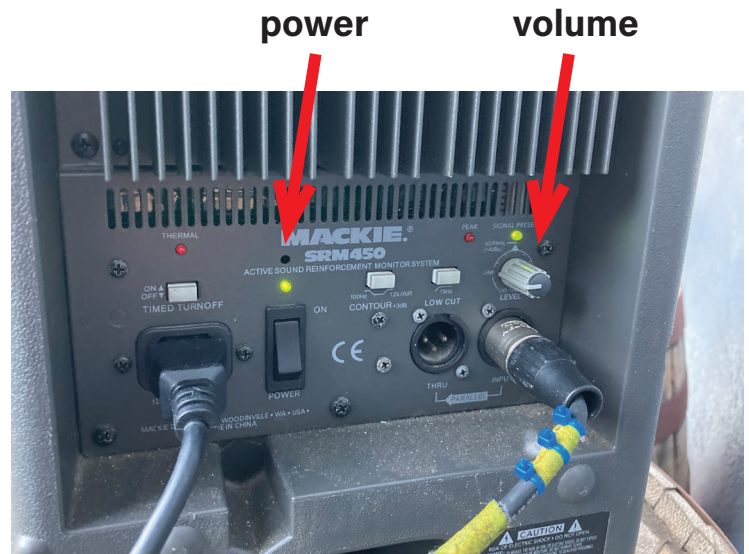
- Coat-check sign: Sun = “\$3” ▪ Thurs “no paid coat check”
- Other signs: Tshirts \$15, face masks \$15
- Display Tshirts (hang on eyelets at top of container wall)





# OUTDOOR SET-UP 8

## SPEAKER



1. Set up speaker on barrel
2. Check first that power is off (toggle down) and volume is zero
3. Plug in power cable and XLR cable
4. Tuck cords out of the exit path; door should not pinch cords
5. Turn on power
6. Bring volume up to 9:00
7. Prop door open

## PROPANE HEATER INSTRUCTIONS



Open door



Find valve at top of tank



Turn counter-clockwise  
to OPEN



Turn outer knob to LOW

# **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**
  - All fans on high (begin during final line dance lesson run-through)**
  - 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**
- 9:30 Count money**

### **THURSDAY**

- 6:30 Club opens**
- 7:30 Volunteer shift change**
  - Prepare lighted sign board for Sunday**
- ~ 8:00 Whenever lessons end:**
  - All fans on high (begin during final line dance lesson run-through)**
  - Fluorescent lights off in main ballroom (end of line dance lessons)**
  - Move back room air purifier to ballroom**
- 8:30 Volunteer shift change**
- 9:30 Volunteer shift change**
  - Count money with volunteer**

# COUNTING MONEY / SQUARE REGISTER

Check out the Square Register video instructions here:

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

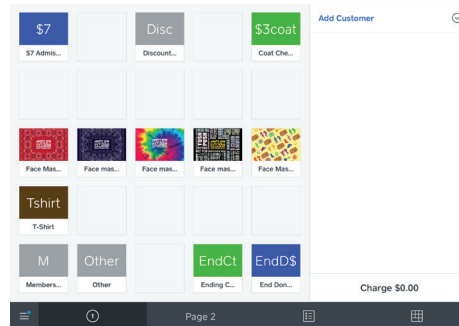
**\*\*\* NEW \*\*\***

## SUNDAY - COAT CHECK SQUARE REGISTER

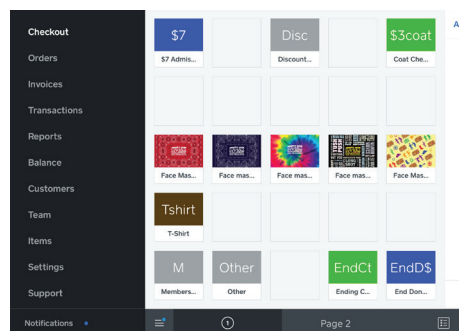
There is now a separate coat check cash box \*and\* a dedicated Square iPad for the coat check. The coat check Square iPad will have its own accounting. We will no longer enter the "ending coat check" amount into the front door Square Register.

To START the cash drawer on the coat check Square iPad:

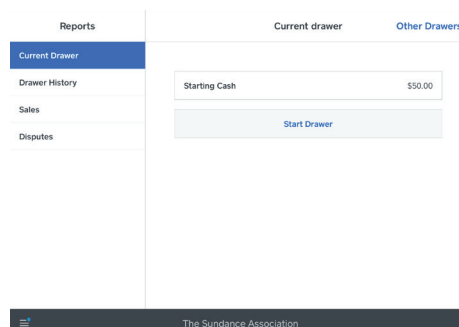
Press the three bar icon  
lower left corner of the screen



Press "Reports"



Press "Current Drawer"



Follow these same steps to END the coat check cash drawer.

# SUNDANCE SALOON RECEIPTS

1

DATE: \_\_\_\_\_

Manager 1 \_\_\_\_\_

Manager 2 \_\_\_\_\_

## STARTING FRONT DRAWER

\$ 2

☐ Enter as *Starting Cash*

## STARTING COAT DRAWER

\$ 3

☐ Enter as *Starting Cash*

## 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*

\$ 13

## COMMENTS

## ADMISSIONS

10

Per Square \_\_\_\_\_

Difference \_\_\_\_\_

Comps \_\_\_\_\_

TOTAL \_\_\_\_\_

÷7



Admissions per vax count 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 front door Square as Current Drawer → Paid In/Paid Out.
- 8 Add Box 5 + Box 6 and record total here.  
☐ Enter in front door Square as End Drawer → Actual In Drawer.
- 9 Record the Actual vs. Expected Difference as reported by Square.

## 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 coat check Square as End Drawer → Actual In Drawer.
- 13 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)
- 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**

- 9:30 Count money
- 9:45 Begin tear-down (start with outdoors)
- 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
- 10:30 Closing.  
DJ returns DJ cabinet key to the brown wood box and locks box.  
Stay until everyone is out.

### **THURSDAY**

- 9:30 Count money with volunteer
- 9:45 Begin tear-down (start with outdoors)  
Final hour volunteer can help with tear-down
- 10:00 Tear-down indoors  
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

#### **FULL TEAR-DOWN:**

Store in club coat room: bulletin board, lighted sign board, flags, banner  
Store in club: speaker, fans, air purifiers

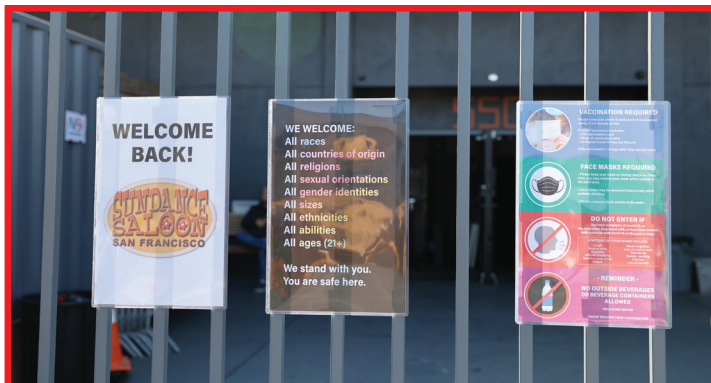
- 10:30 Closing.  
DJ returns DJ cabinet key to the brown wood box and locks box.  
Stay until everyone is out.

# OUTDOOR TEARDOWN 1

## OUTSIDE BANNER & SIGNS

- Roll up banner (don't fold or crease)
- Signs won't go into any box
- Place the sign post within the shipping container

Don't forget these!



Move to inside container



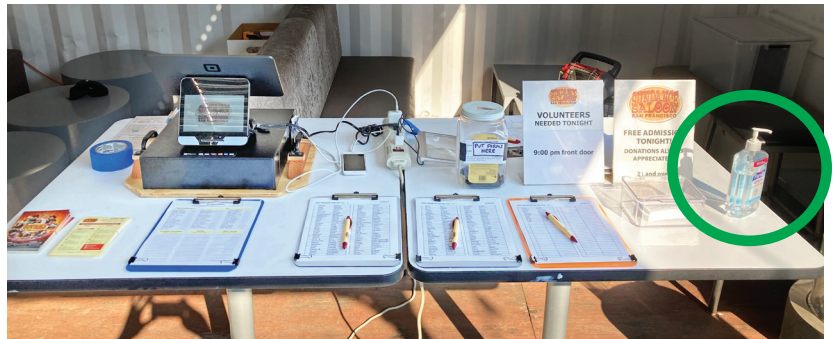
# OUTDOOR TEARDOWN 2

## COVID BOX (WHITE CARDBOARD BOX)

**GENERAL RULE: Covid-related supplies from all tables**

- Hand sanitizers
- Auto hand sanitizer (turn off = hold button on left)
- Masks
- Gloves
- Disinfectant

**3 Purell  
hand sanitizers**



**Everything on this table  
except contact tracing forms**



# OUTDOOR TEARDOWN 3

## PLASTIC FLIPPER TUB

### GENERAL RULE: Coat check & merchandise supplies

#### PLACE THESE ITEMS FIRST:

- 2 plastic tubs with anniversary pens and Sundance pocket sanitizers (place side by side at bottom of box)
- Cash box
- Sundance Saloon face masks for sale in box

#### THEN PLACE THESE ITEMS

- Coat check tip jar (fits in facemask box)
- Coat check tags, twist-ties
- Square iPad (power off) and credit card reader
- Associated signs
- Wall signs and display Tshirts (leave up if partial tear-down)

Move end of extension cord to bar area to keep protected under the roof of the container



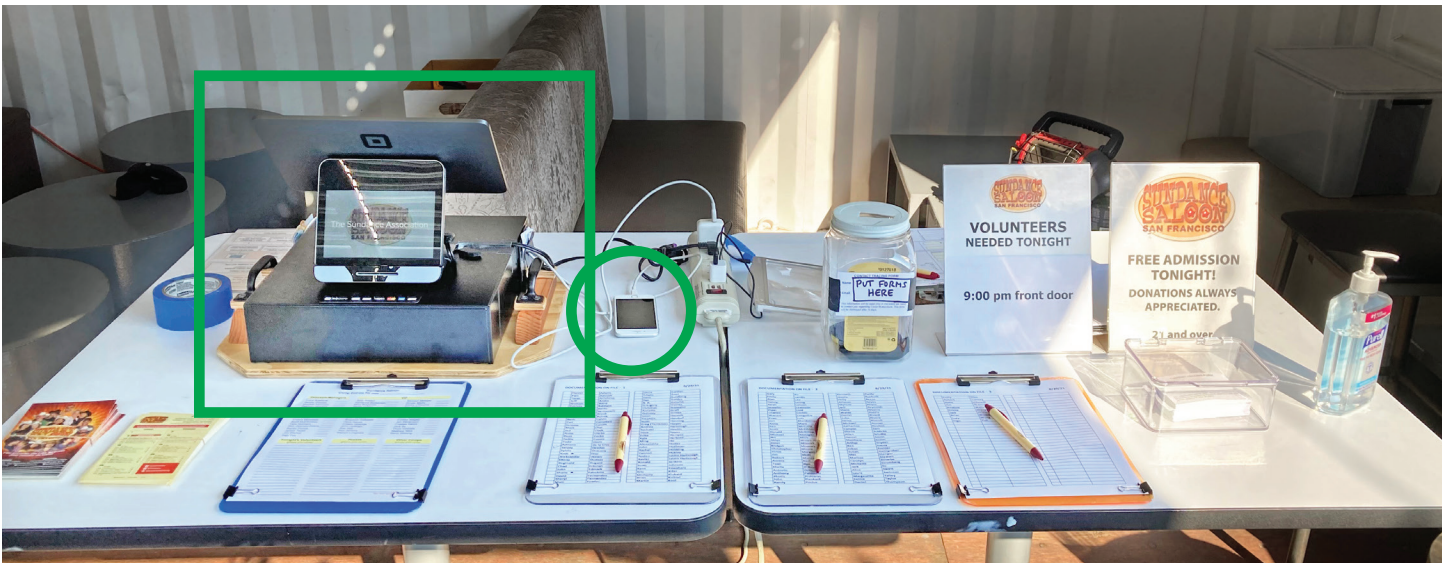


# OUTDOOR TEARDOWN 4

## LARGE SQUARE REGISTER BOX

### GENERAL RULE: Square register & iPhone

- Turn wi-fi device OFF - press and hold until lights flash.  
The lights will stay on for several seconds, then go out.
- Square register (pick up by handles)
- White iPhone OFF - press and hold power button right side near top.  
"Slide" power bar to right.



# OUTDOOR TEARDOWN 5

## WOOD BOX

**GENERAL RULE: Everything on front door table**  
(EXCEPT register, iPhone, and hand sanitizer)  
(ADD contact tracing form box from entry table)

Collect flat items and place at bottom of box

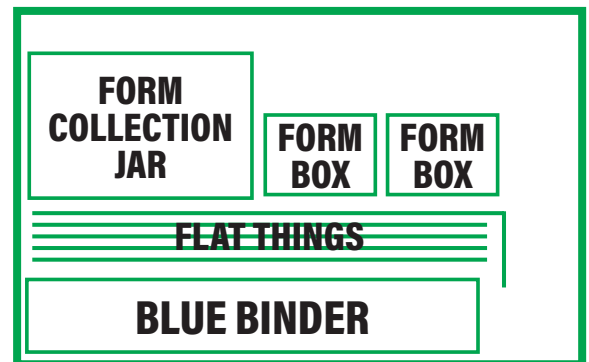
- Black volunteer log binder
- Clipboards
- Signs

Then place bulkier items

- Jar to collect contact tracing forms
- 2 boxes of contact tracing forms + pens
- Bean bag weights

Then fit smaller items

- Hand-stamp
- Magnifier
- Promo cards
- Tape

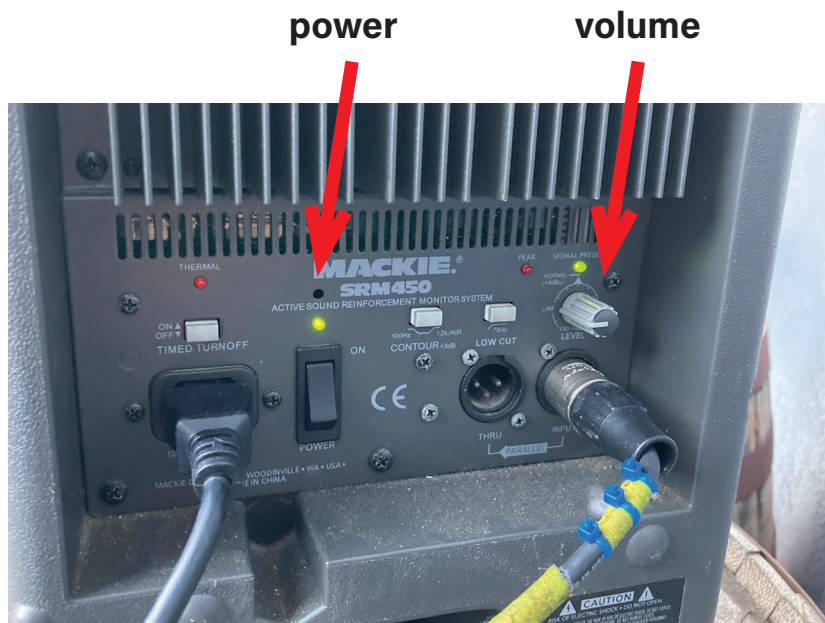




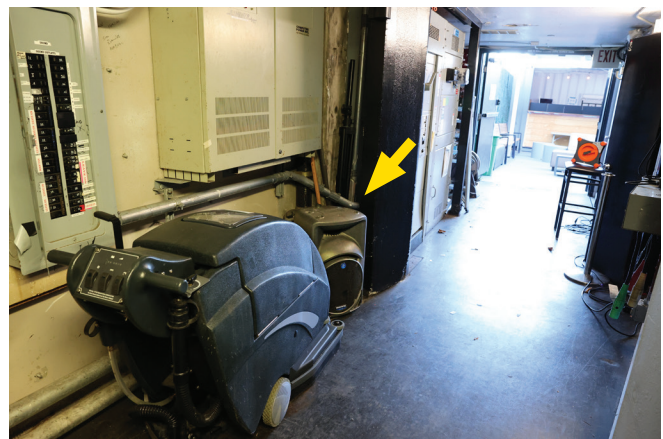
# OUTDOOR TEARDOWN 6

## SPEAKER

- Set volume to zero (turn left)
- Turn off power
- Partial tear-down: Set speaker and cables inside hallway along near wall
- Full tear-down:
  - Speaker goes in hallway against back wall out of exit path
  - Extension cord is reeled in and placed in extension cord box
  - XLR cable is wound into yellow bucket and stored in DJ cabinet



**Partial tear-down.**  
Just inside along near wall.  
(This is looking in.)



**Full tear-down.**  
Tuck behind column.  
(This is looking out.)

# OUTDOOR TEARDOWN 7

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



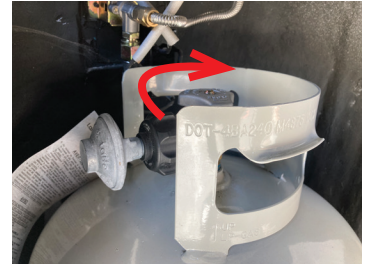
**Outer knob to OFF**



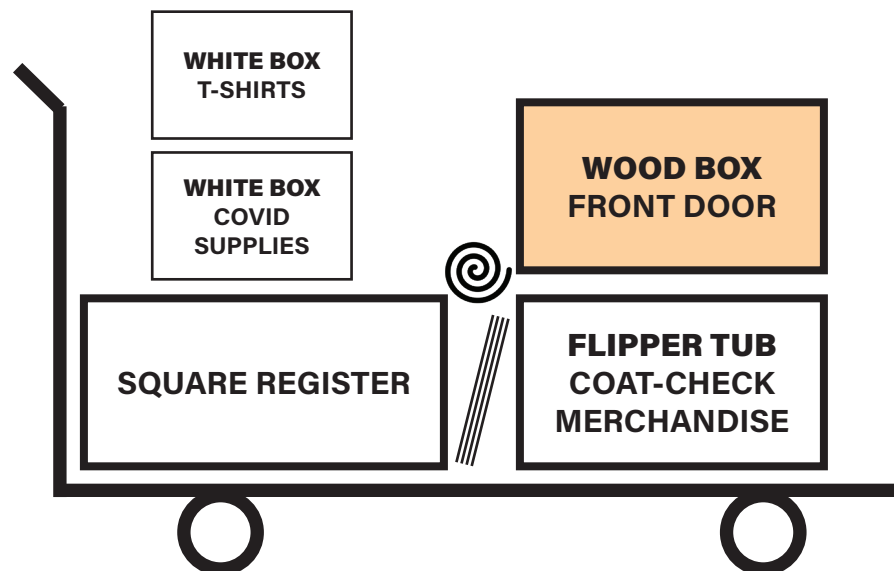
**Open door**



**Find valve at top of tank**



**Turn clockwise to OFF**



**Load everything on cart  
Keep wood box accessible, on top of plastic flipper box.**

**Partial tear-down: Roll cart inside  
Full tear-down: Store boxes on shelves.**

# **INDOOR TEARDOWN**

## **PARTIAL TEAR-DOWN**

**Any time after lessons are over:**

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

**Any time after 10:00 pm:**

- **Move corner bar air purifier to back room (not needed for full tear-down).**
- **Volunteer sign-up sheets to Ingu**

**Any time after 10:15 pm:**

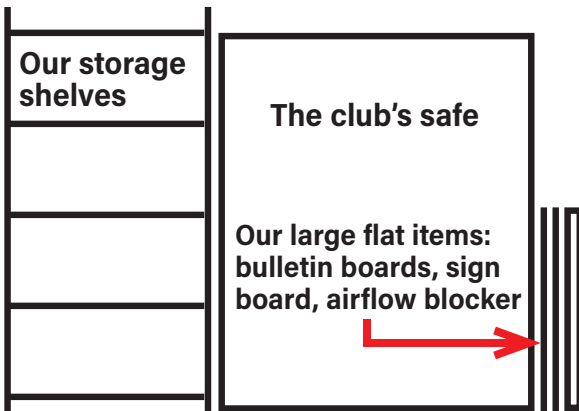
- **Turn off all fans. (Air purifiers will turn off automatically.)**
- **Toss all beverages (only empty bottles until 10:30)**

**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.**

# INDOOR TEAR-DOWN

## FULL TEAR-DOWN



### BULLETIN BOARDS & PROMO TABLE

- Store all promo materials, posters, and volunteer info in flipper tub box
- Volunteer sign-up sheets go home with Ingu

### HALLWAY TABLE

- Break down if necessary. Fold table in half and place in club's coat-check room.

### LIGHTED SIGN BOARD

- Store in cardboard box in coat-check room.

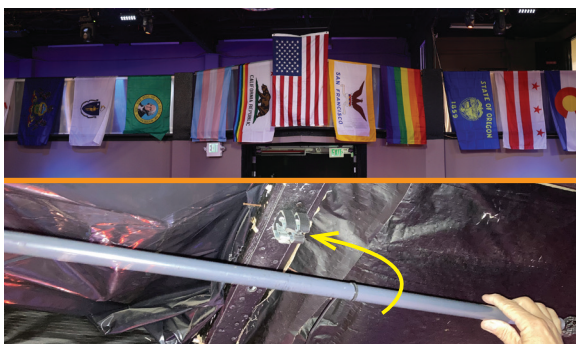


### FLAGS

- 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

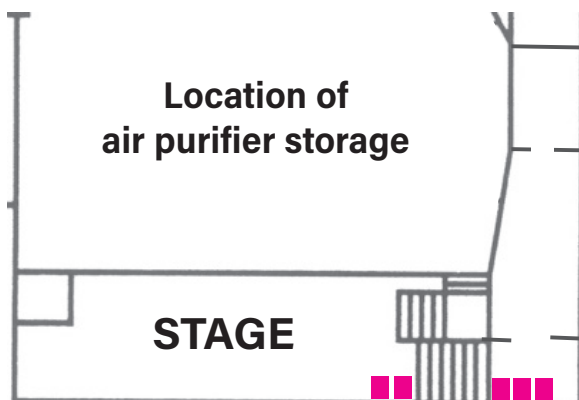
- Place all of our Purell hand sanitizers in one box
- Remember there's one in the back room and one in the entry way.

### FANS & FAN ACCESSORIES

- Some fans will need to be relocated to storage locations. See map next page.
- Collect all extension cords (orange on map) - exception: hide short cord on corner bar.
- Detach airflow blocker from door and fan by the stage. Store in coat-check room.

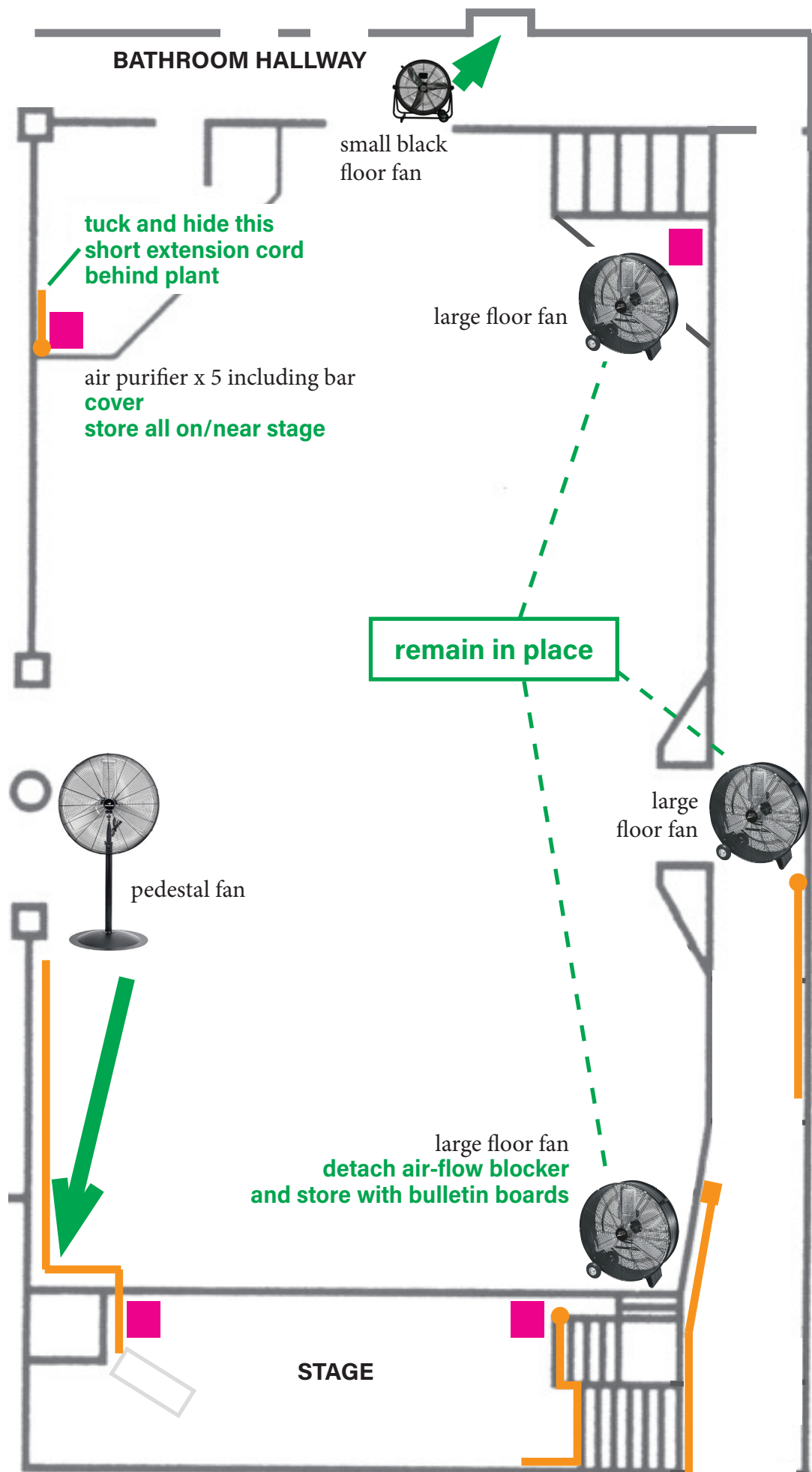
### AIR PURIFIERS

- Wrap cord on hooks and cover 5 air purifiers.
- Store all bt stage: 2 under table at bottom of steps, 3 along wall at top of steps.





# BALLROOM



# MAIN BAR

