

SUNDAY OPENING CHECKLIST

	Circuit breakers - *all* circuits on	Double-check the roof fan switch
	All doors open	Back hallway exit doors open
		Rope & stanchion across unused entry
	Main ballroom floor fans	*4* (count 'em!) fans on low
	TEMP: 2 front fans now in back room	AirKing towards bar [out]; black 24" at entrance [in]
	Air purifiers	*5* air purifiers on high, away from walls
	Furniture, tables, facility	Dance floor clean and smooth?
	Outdoor signs and banner	Remember flag and sign on entry doors.
	Outdoor barricades	Double feet towards street. Lock lower only.
	Front door table	Start Square Register early!
		Power on wifi (8 blue lights on) and iPhone
	Coat check	Sign on entry column. Confirm enough tickets.
	Flags	Gore point order (facing): trans-CA-SF-rainbow
	Loft banner	
	Purell	
	Bulletin boards and promo materials	Community on left, Sundance on right.
	Lighted sign board	Check for accuracy, stop from flashing.
	Volunteer table.	Include pens.
	Lights on bulletin board and hallway table	Use remote to turn on.
	Confirm back room is set up	
	Place starting cash in two drawers	Remember to start Square cash drawer on iPad
	If volunteers needed, tell DJ to announce	(Then let him know when shift is filled.)

SUNDAY POST-LESSON CHECKLIST

	Lights off in ballroom	
	5 ballroom fans on high	Includes back hallway fan
	TEMP: Move back room fans to front	AirKing at front [in]; black 24" behind coat check [in]
	Change lighted sign board text	
	[If lessons in loft] - Check loft	Any Sundance supplies or equipment left behind?
		Curtains in open position
	If volunteers needed, tell DJ to announce	(Remember to inform when shift is filled.)

SUNDAY CLOSING CHECKLIST

	Outdoors	Leave banner and signs on or next to front table.
		Flag and signs on entry doors stay in place
		Move barricades just enough for truck to get in
	Front door	Turn OFF Square register
		Turn OFF wi-fi device
		Turn OFF iPhone
		Leave rope and stanchion in place
	Coat-check	Set up for Thursday
		Put away unused supplies in box, including tip jar
		Move coat rack outside secure area
	TEMP: Move 2 front fans to back room	AirKing towards bar [out]; black 24" at entrance [in]
	Report attendance numbers to Teri	
	Distribute money, volunteer sheets	
	Toss empty bottles	
	Turn off all fans	2 in the front bar room, 5 in the ballroom
	Check that outside speaker is in	Leave connected to cables
	DJ cabinet key returned to wood box	Lock box

THURSDAY OPENING CHECKLIST

	Front door table - power on	Start Square Register early!
		Power on wifi (8 blue lights on)
		Power on iPhone
	Circuit breakers - *all* circuits on	Double-check the roof fan switch
	All doors open	Double-check back hallway exit doors open
		Rope & stanchion across unused entry
	Main ballroom floor fans	4 (count 'em!) fans on low
	TEMP: 2 front fans now in back room	AirKing towards bar [out]; black 24" at entrance [in]
	Air purifiers	5 air purifiers on high
	Outdoor signs and banner	
	Outdoor barricades	Double feet towards street. Lock lower only.
	Coat check	Coat rack outside of secure area. No tip jar.
	Lighted sign board	Check for accuracy, stop from flashing.
	Volunteer table.	Include pens.
	Lights on bulletin board and hallway table	Use remote to turn on.
	Finish front door table	Receipts worksheet, comp list, etc.
	Place starting cash in drawer	Start Square cash drawer in front register.
	If volunteers needed, tell DJ to announce	(Then let him know when shift is filled.)

THURSDAY POST-LESSON CHECKLIST

	Lights off in ballroom	
	5 (count 'em!) ballroom fans on high	Includes back hallway fan
	Check back room	Binder and microphone put away?
	Check loft	Any Sundance supplies or equipment left behind?
		Curtains in open position
	TEMP: Move back room fans to front	AirKing at front [in]; black 24" behind coat check [in]
	Change lighted sign board text	Can put away early
	If volunteers needed, tell DJ to announce	(Remember to inform when shift is filled.)

THURSDAY CLOSING CHECKLIST

PHASE 1

	Double-check post-lesson checklist	
	Outside	Remember flag and signs on entry doors
		Move barricades just enough for truck to get in
	Square Register box	Contains only Square register and extension cord
		Turn OFF 3 items: iPhone, wi-fi, and register
	Front door wood box	Everything on table except Square and Purell
		Blue binder at bottom, then flat stuff, then the rest
		Front table flyers go in pouch
	Coat-check box	Remember coat-check sign on entry column
		Include display T-shirt and sign
	Promo box	Remember 2 posters on columns & volunteer table
		Community and Sundance flyers in pouches
		Store bulletin boards face-to-face
	Tables	Put away
	Fans	Store 2 fans in front bar room
	Report attendance numbers to Teri	
	Distribute money, volunteer sheets	
	Loft banner	

PHASE 2

	Flags	Make sure trapeze is stored
	Purell	If it's not Purell, it's not ours
		Check back room and loft
	Air purifiers	Store 5 purifiers in designated places against walls
		Put away air-blocking board from floor fan
	Check that DJ collected outside speaker	Cables stored on hook at exit
	Toss empty bottles	
	Turn off all fans	5 in the ballroom
	Put away coat rack	
	DJ cabinet key returned to wood box	Lock box