

# 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

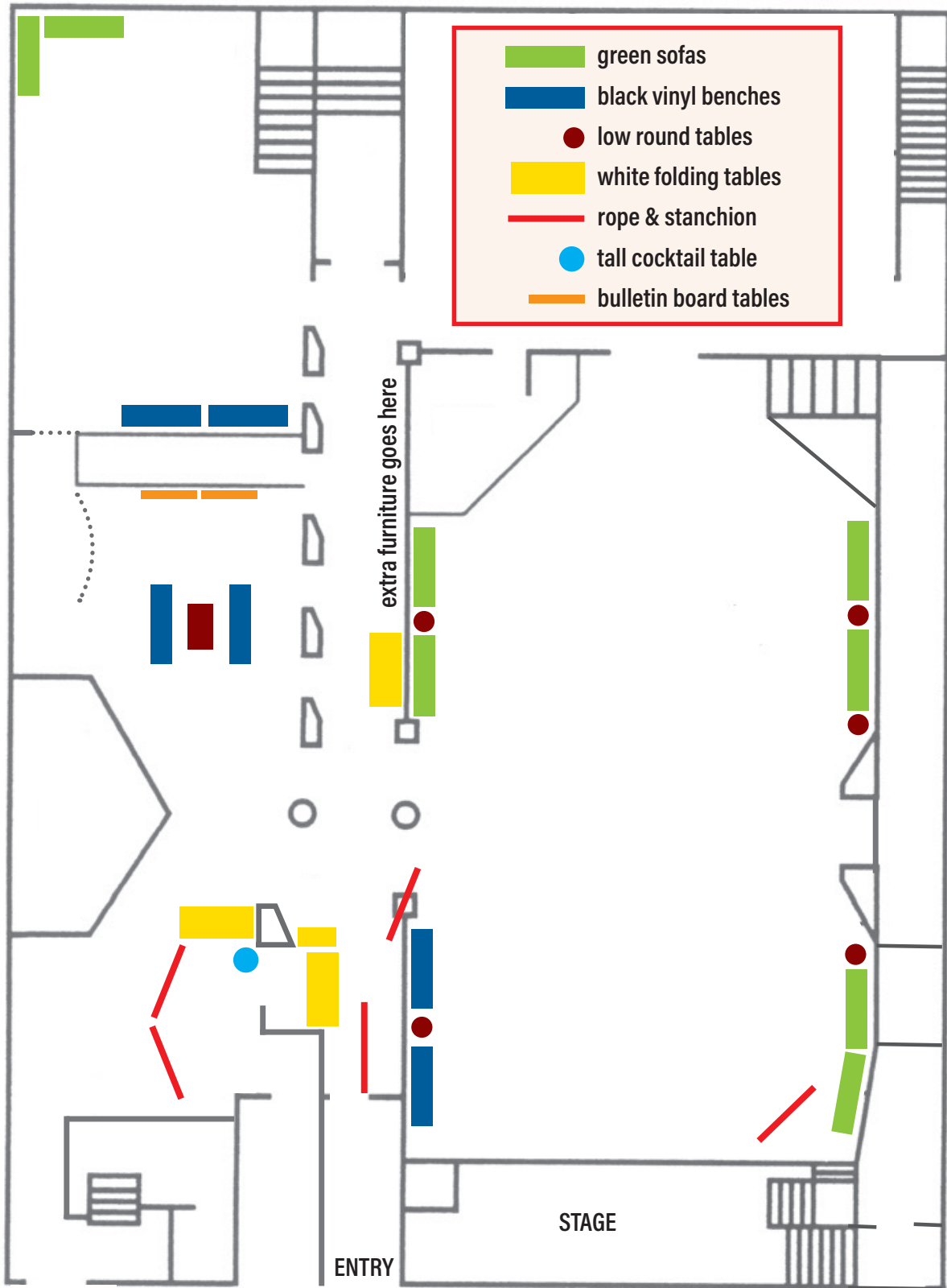
- **FRONT DOOR TABLE** - set up
- **COAT CHECK TABLE & COAT RACK** - set up
- **PROMO TABLE, POSTERS, VOLUNTEER TABLE** - set up
- **LIGHTED SIGN BOARD**

### 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

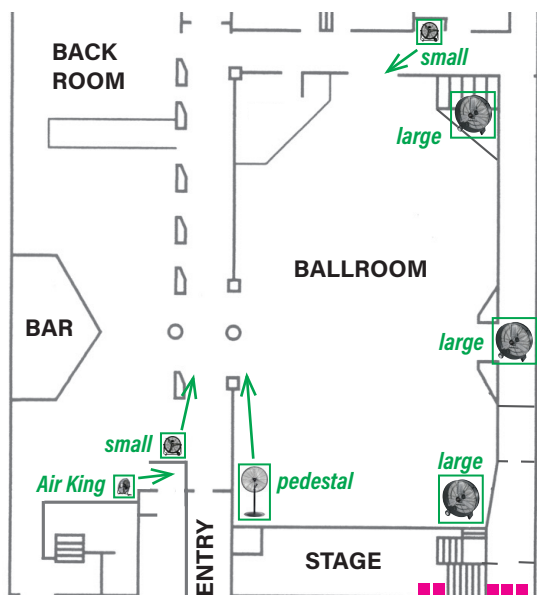


### CIRCUIT BREAKERS

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

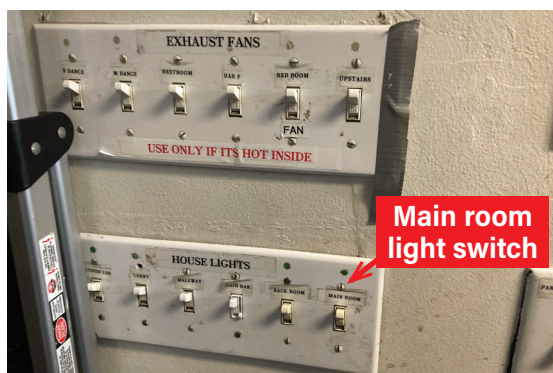
### POSITION FANS AND AIR PURIFIERS

- 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.

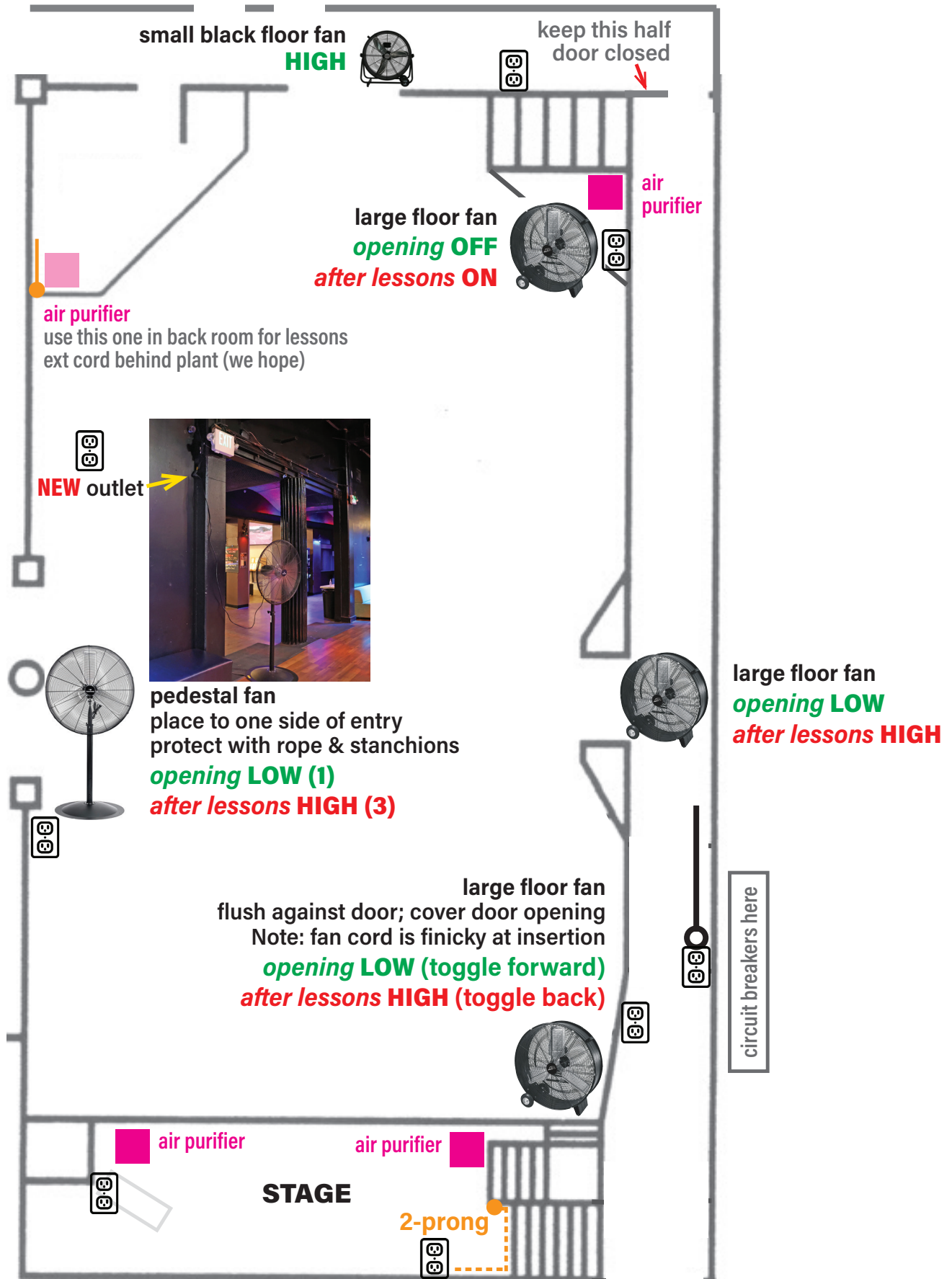


### LIGHTS

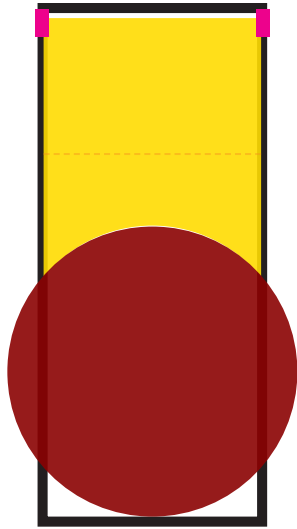
- Fluorescents ON for main room and back room
- Bulletin board and hallway lights on using remote (#2 and #3, respectively)

# 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.

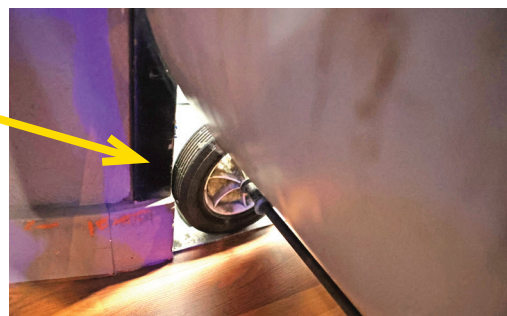


view from inside ballroom



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

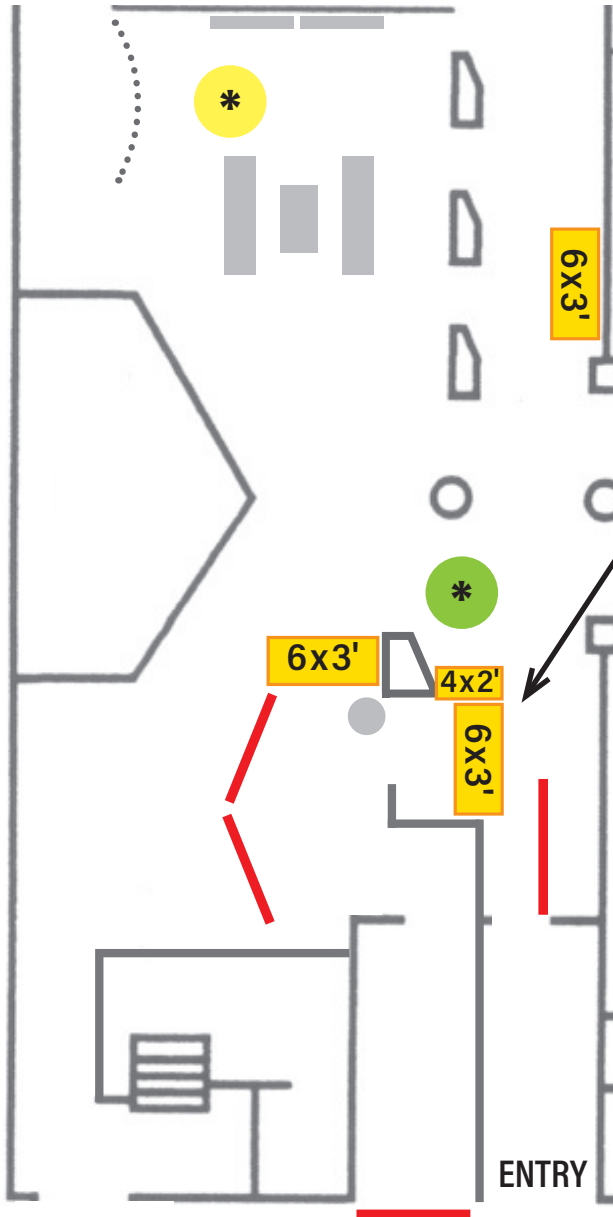
**HIGH**



# RETRIEVE STORAGE MATERIALS

## FOLDING TABLES

Folding tables are yellow in the diagram.



Line up front of tables.  
They will extend beyond the wall.

## 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.)

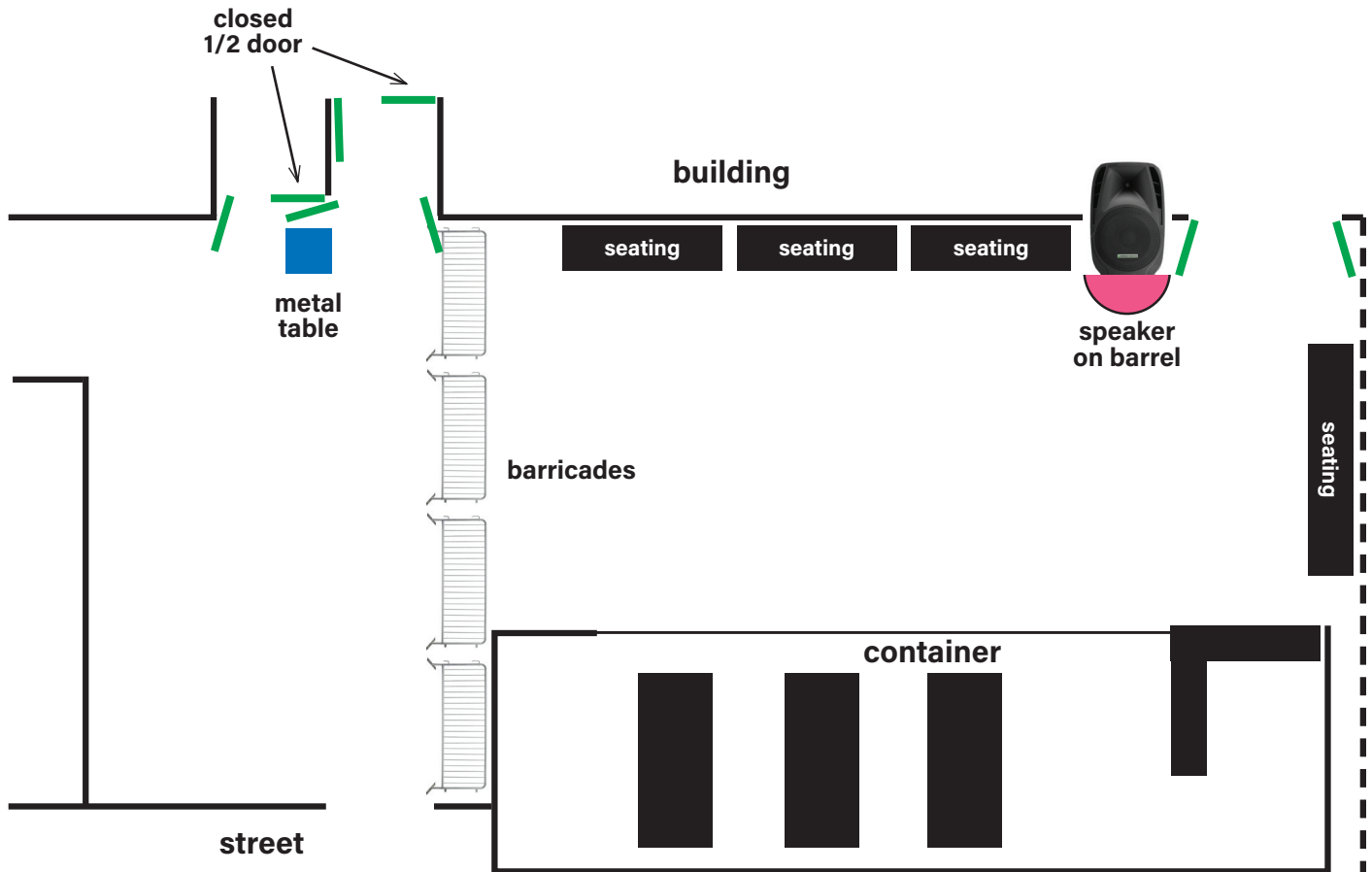


Sundance Saloon banner attaches to container.  
Align magnets with flat sections.



# 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

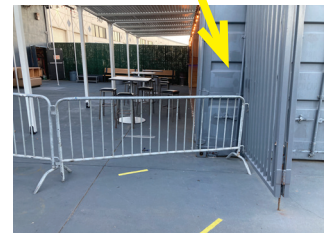
**2** Lock only lower attachment as you go



**4** Traffic cone for this trip hazard

**1** START HERE

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

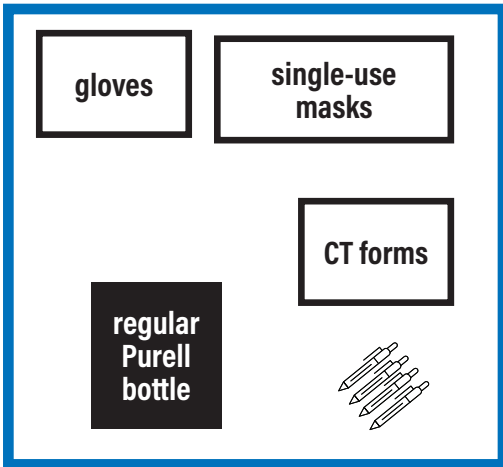
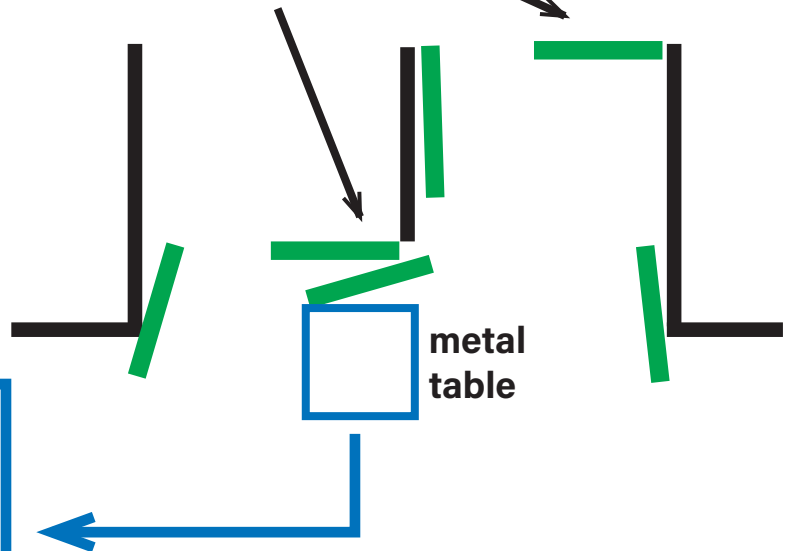


# OUTDOOR SET-UP ENTRYWAY

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

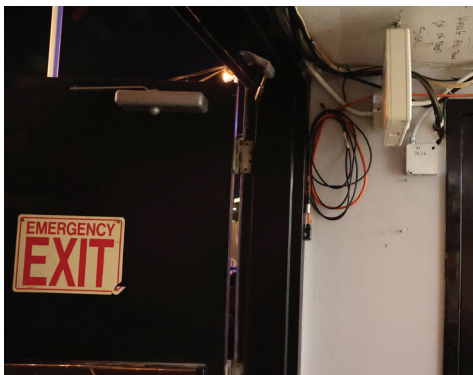


# OUTDOOR SET-UP SPEAKER

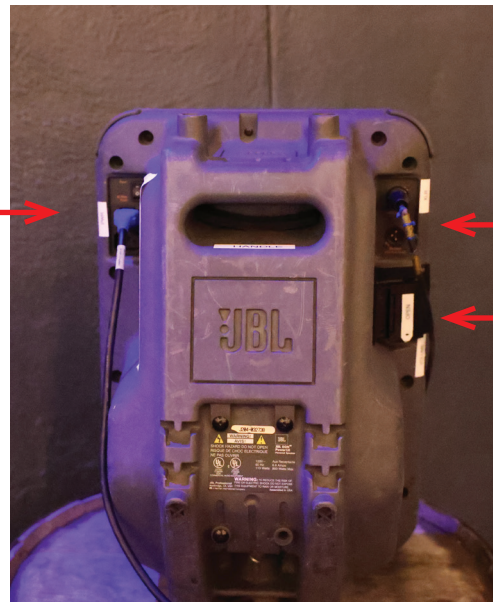
**\*\*\* THE DJ WILL SET THIS UP! \*\*\***

**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

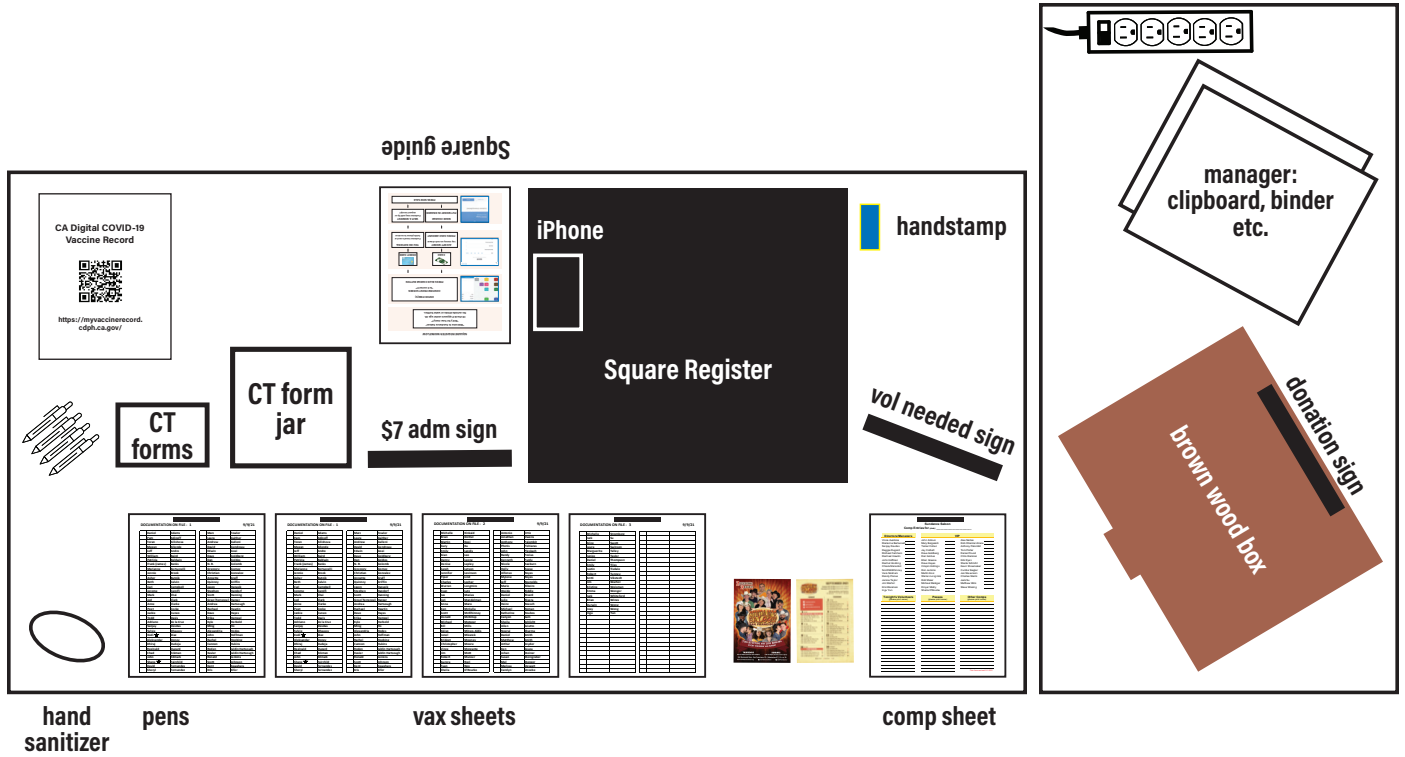


Turn counter-clockwise  
to OPEN



Turn outer knob to LOW

# INDOOR SET-UP FRONT DESK



Place barrier here

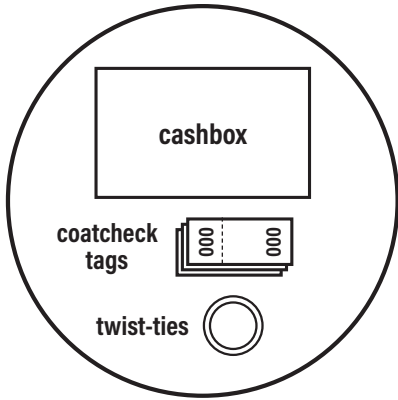


Line up front edges of tables here.

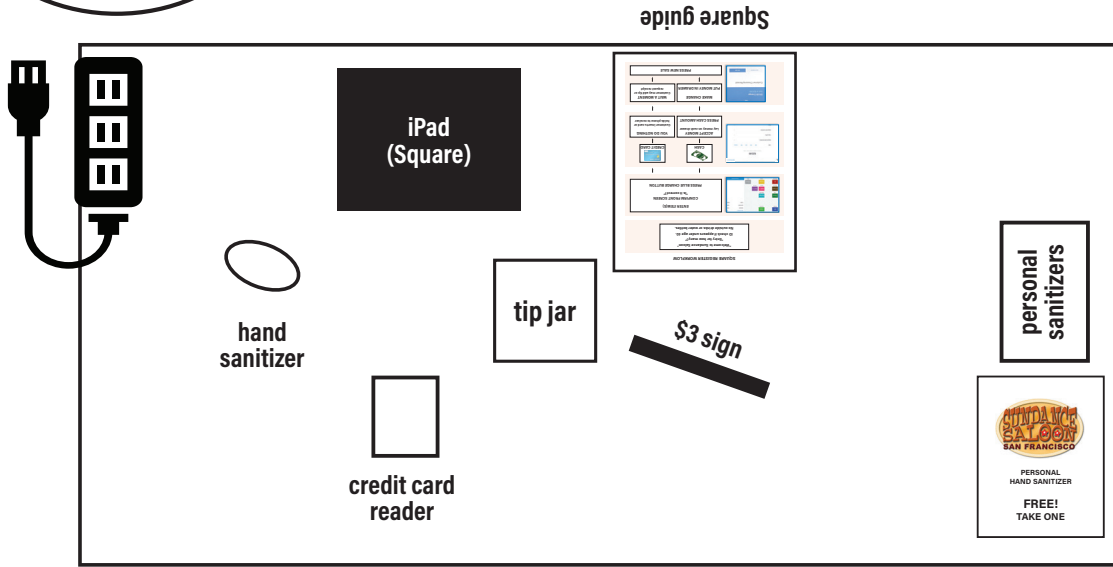
# INDOOR SET-UP

## COAT CHECK - SUNDAY

**NEW - FEB 2022**  
no more pens



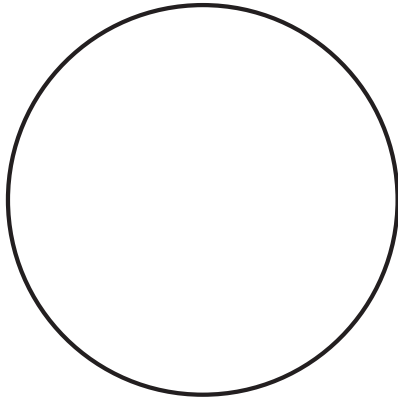
T-shirts and face masks for sale:  
store under table



# INDOOR SET-UP

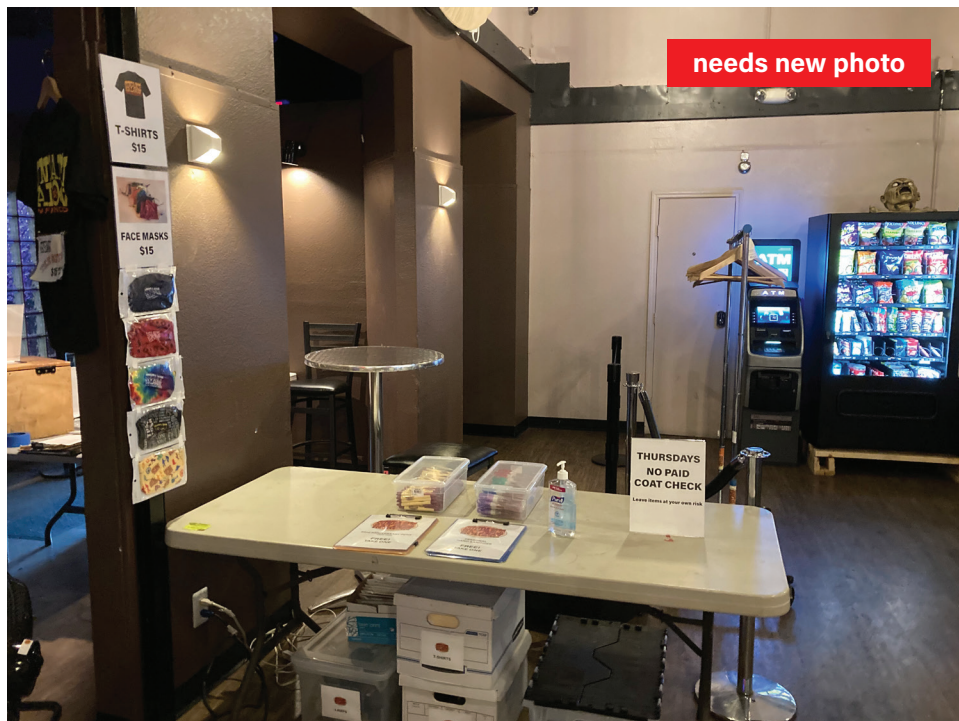
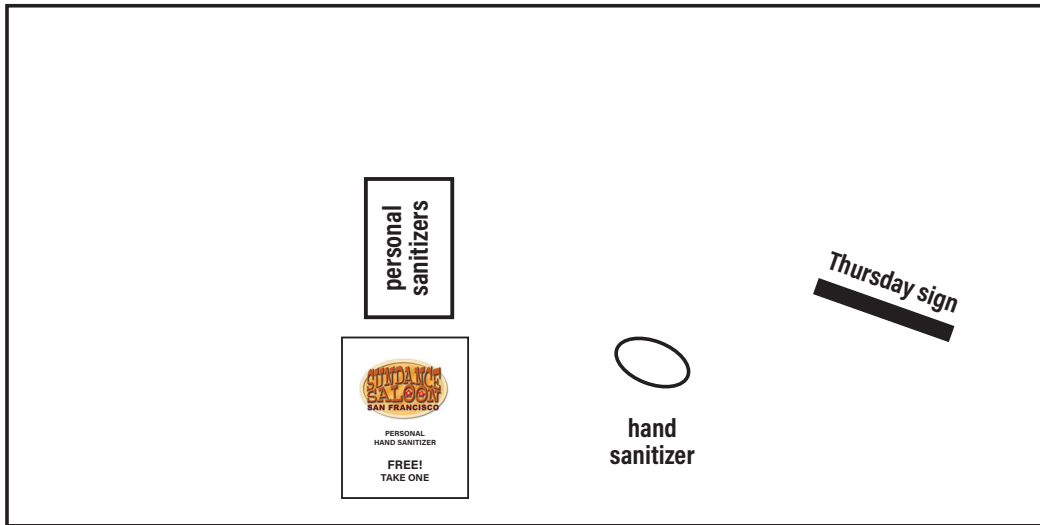
## COAT CHECK - THURSDAY

**NEW - FEB 2022**  
no more pens



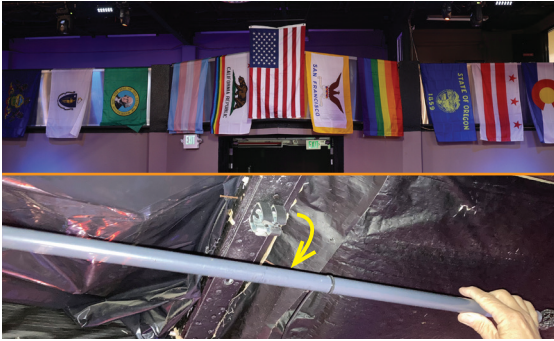
T-shirts and face masks for sale:  
store under front table

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)



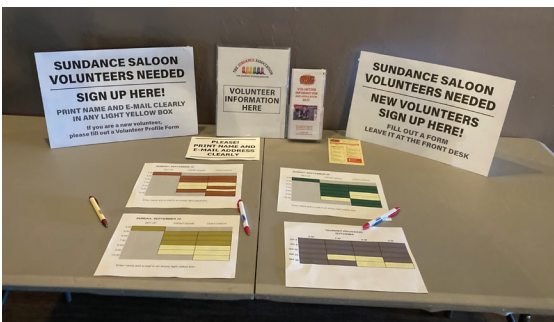
### LIGHTED SIGN BOARD

- 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.

### SPECIAL EVENT TABLE

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