

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:

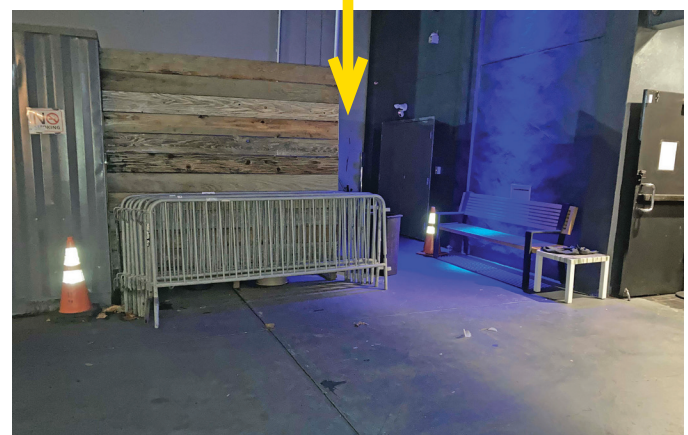
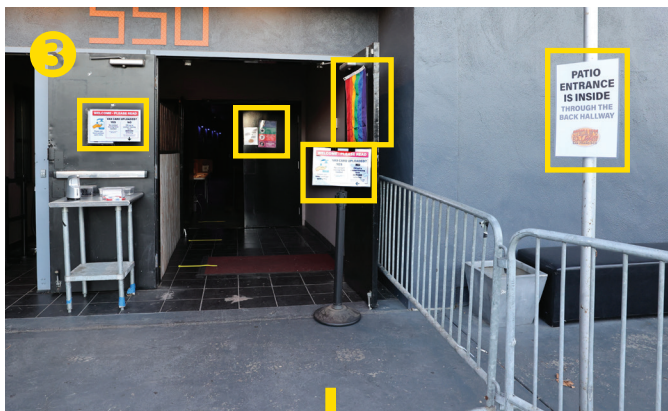
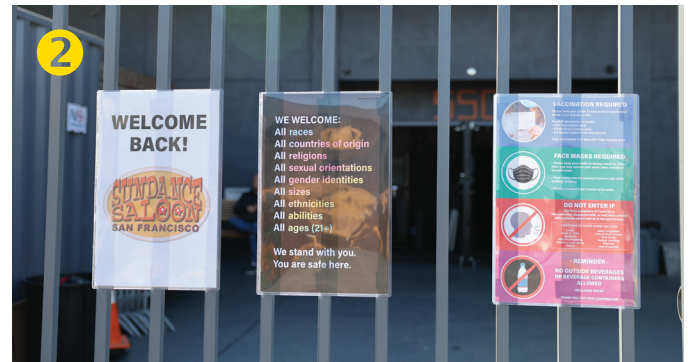
- Turn off all remaining fans.
- Toss all beverages (only empty bottles until 10:30)

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

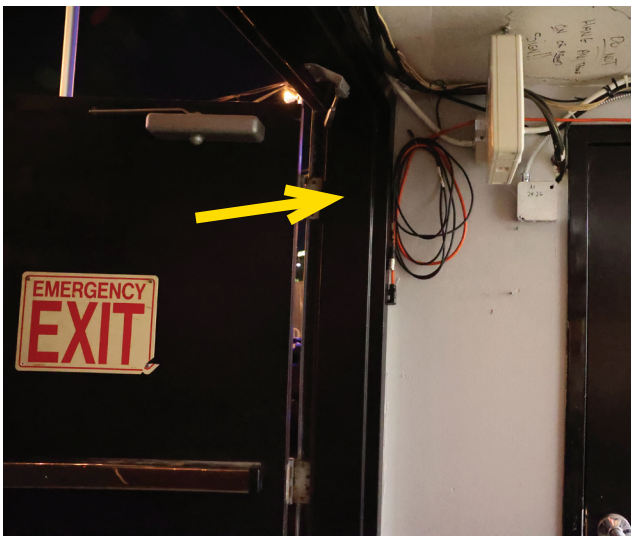
1. **Banner** - roll up (don't fold). If raining, bring in early to dry.
2. **Outdoor signs** - remember the Sundance Saloon signs attached to doors and the rainbow flag cover for the club's Jack Lives Here sign.
- Stack together - these are not stored inside a box.
3. **Entryway table** - **NEW: place 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

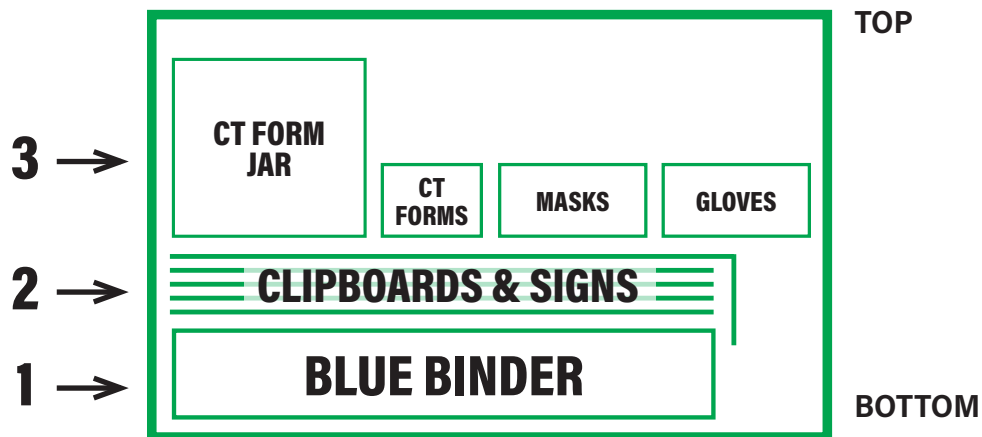
FRONT TABLE

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.



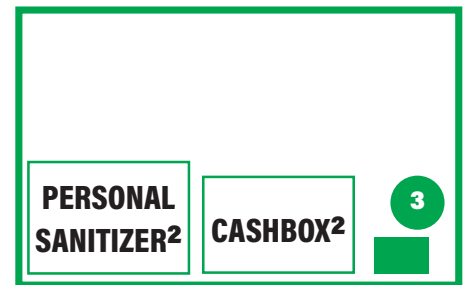
TOP VIEW

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

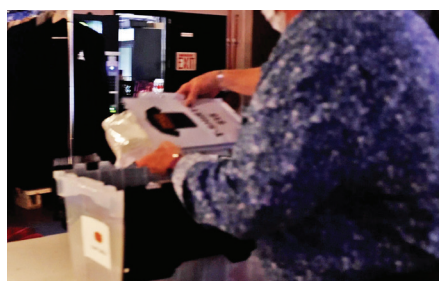
4. Tip jar and face mask box next layer



SIDE VIEW



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



SIDE VIEW

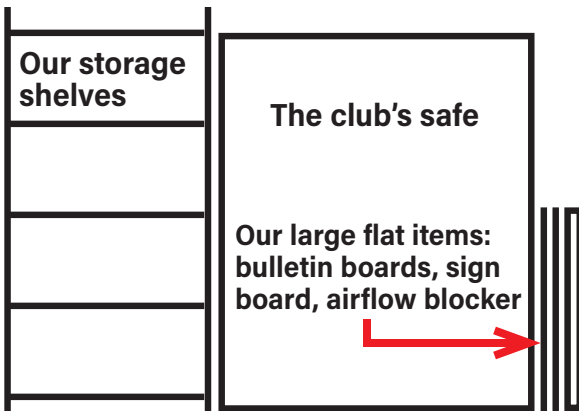


6. **NEW: Display T-shirt goes in here now.**

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

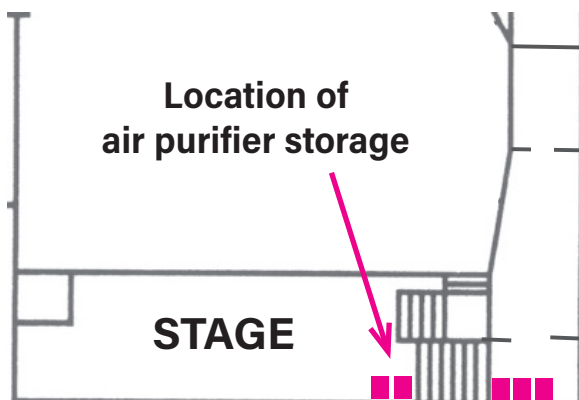
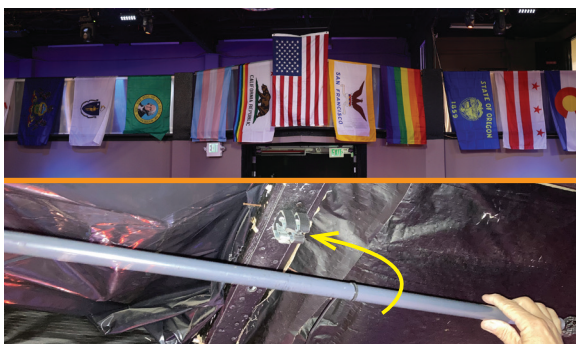
- Place Purell hand sanitizers in small Purell box
- Remember there's one in the Back Room and there may be one in the Loft.

FANS & FAN ACCESSORIES

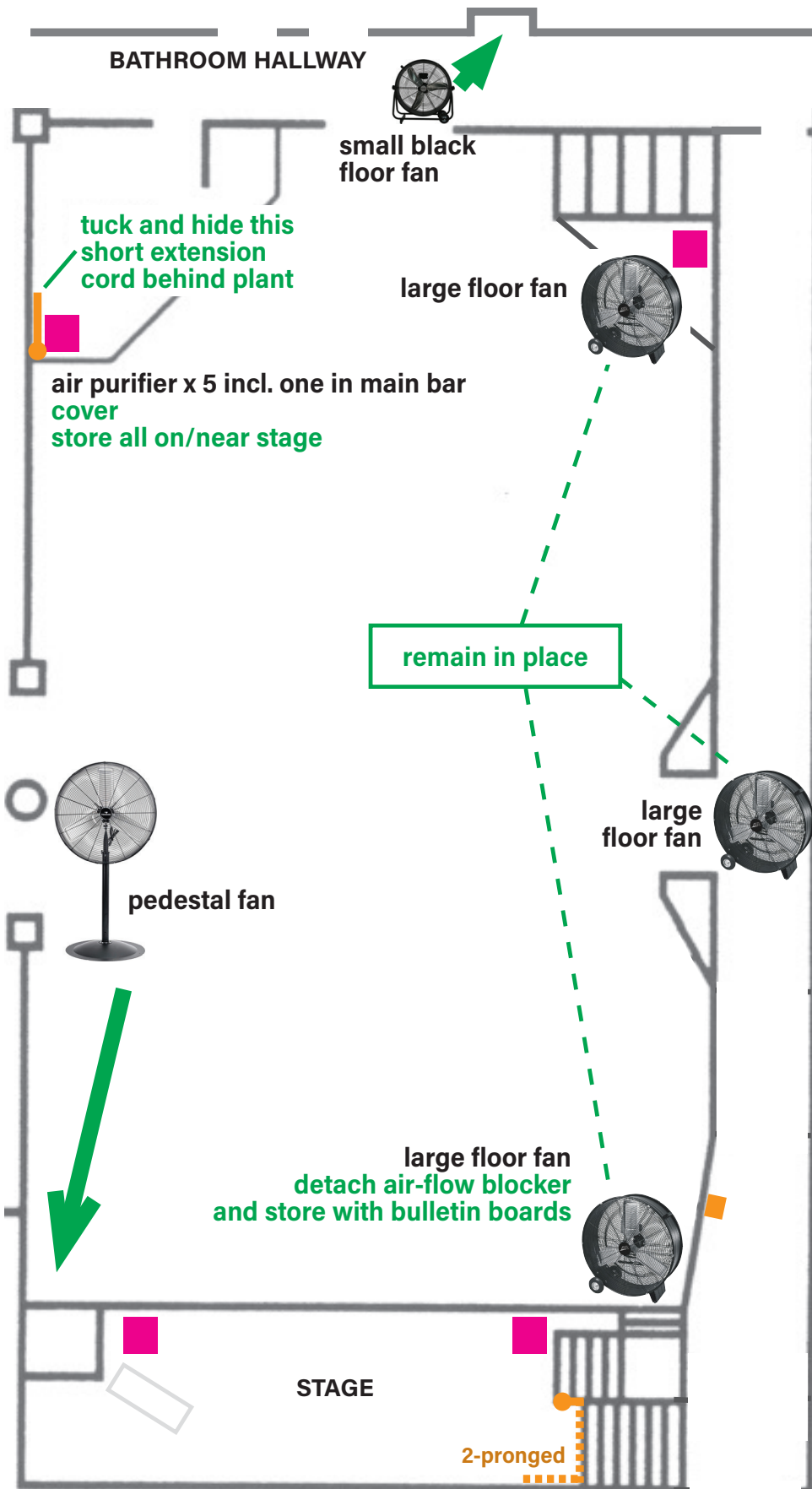
- Some fans will need to be relocated to storage locations. See map next page.
- Detach airflow blocker from fan by the stage. Store in coat-check room.

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.



FULL TEAR-DOWN STORAGE LOCATION OF BALLROOM FANS



hallway fan

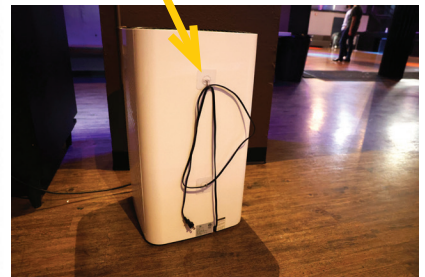


pedestal fan



air purifiers

wrap cord loosely on hooks

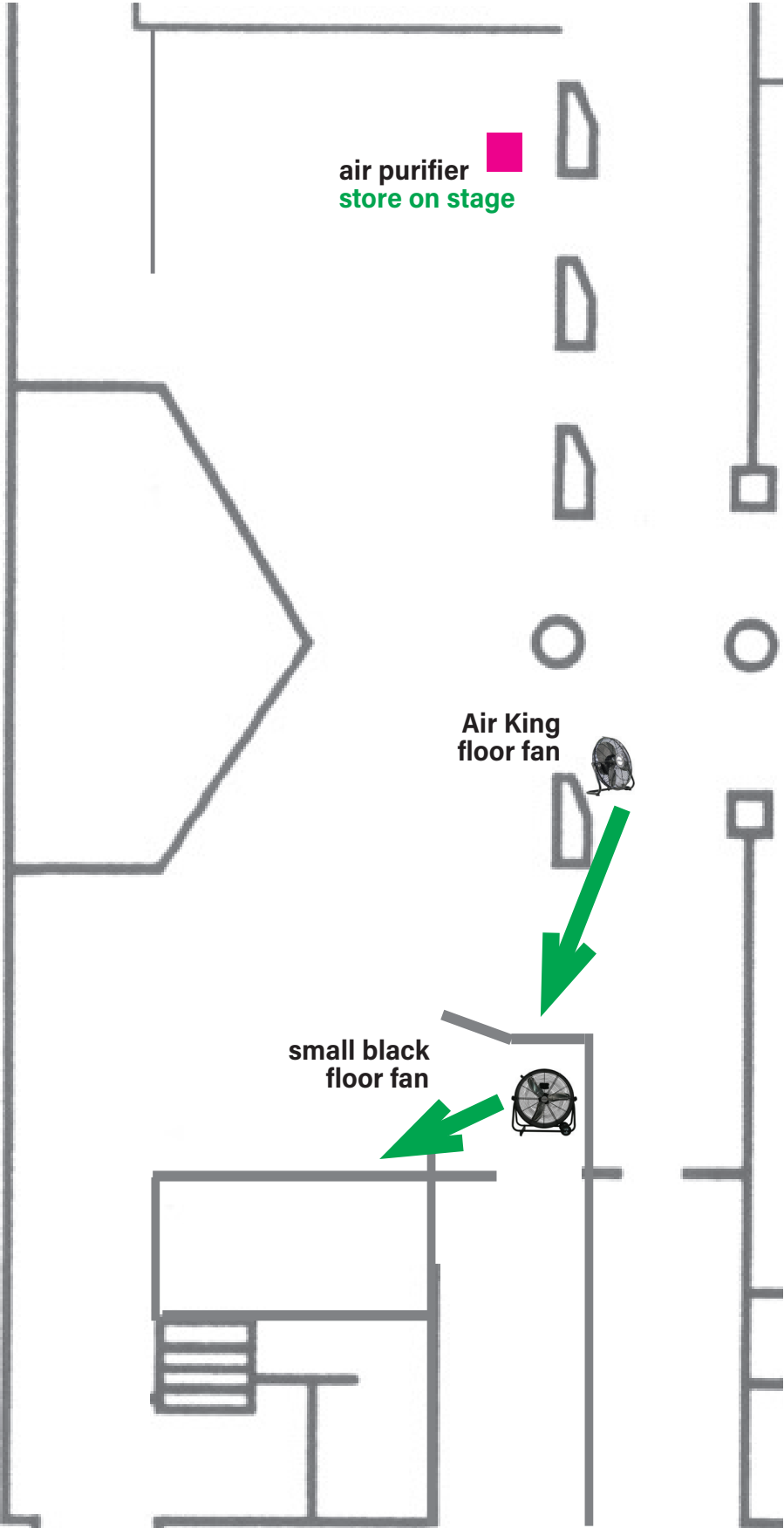


2-pronged ext cord



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:**
 - back room DJ booth clear (microphone, RCA-1/8" cable, CD binder)
 - loft curtains open and secured
 - US flag trapeze stored
 - air blocking board over floor fan by the stage stored
 - front desk electronics powered off (iPad, iPhone, wifi hotspot)
 - posters on column in hallway stored away
 - posters on all entry doors (check both sides)

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.**