

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 SPEAKER** (DJ usually handles this)

MAIN BAR ROOM

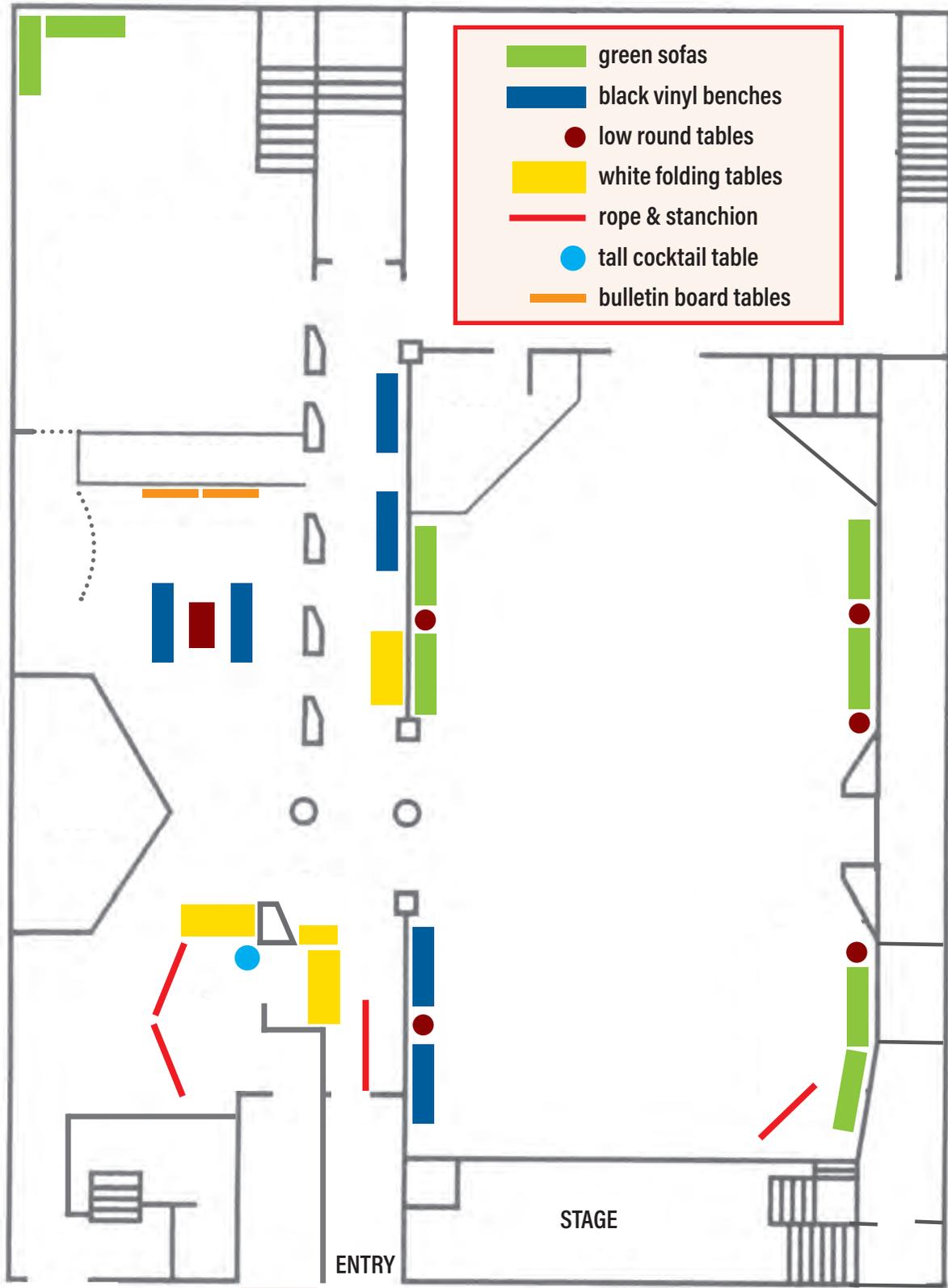
- **FRONT DOOR TABLE**
- **COAT CHECK TABLE & COAT RACK**
- **PROMO TABLE, POSTERS, VOLUNTEER TABLE**
- **LIGHTED SIGN BOARD**

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.



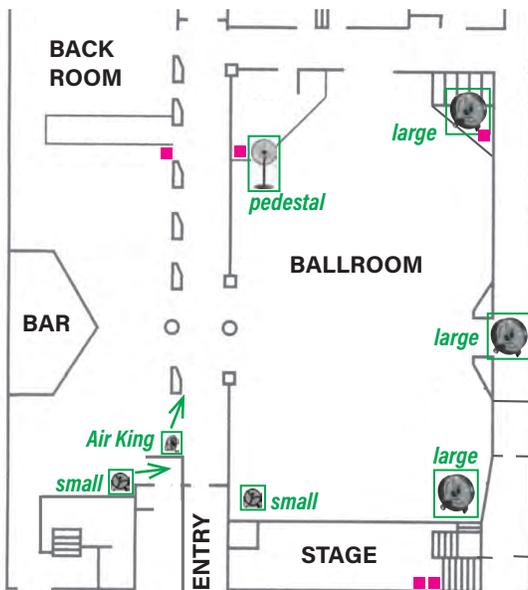
INDOOR SET-UP

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

- Ballroom fans hopefully will be near their desired locations, but fans could be anywhere in the building, including in the upstairs loft.
- Air purifiers are now stored on stage or in dedicated spots around the club.
- Store air purifier covers near storage location.
- See detailed maps pg 6-8 for placement.
- Fans - ballroom fans on low (except back corner stage fan = off), bar room fans on high.
- All 5 air purifiers on at max speed setting (4).



ON SPEED



VENTILATION

- All doors open, including both main entrances, fire exit, staff entry, and interior doors.
- 1/2 door by the amps remains closed.
- Roof fans in back room and loft on (all switches up at staff entry)

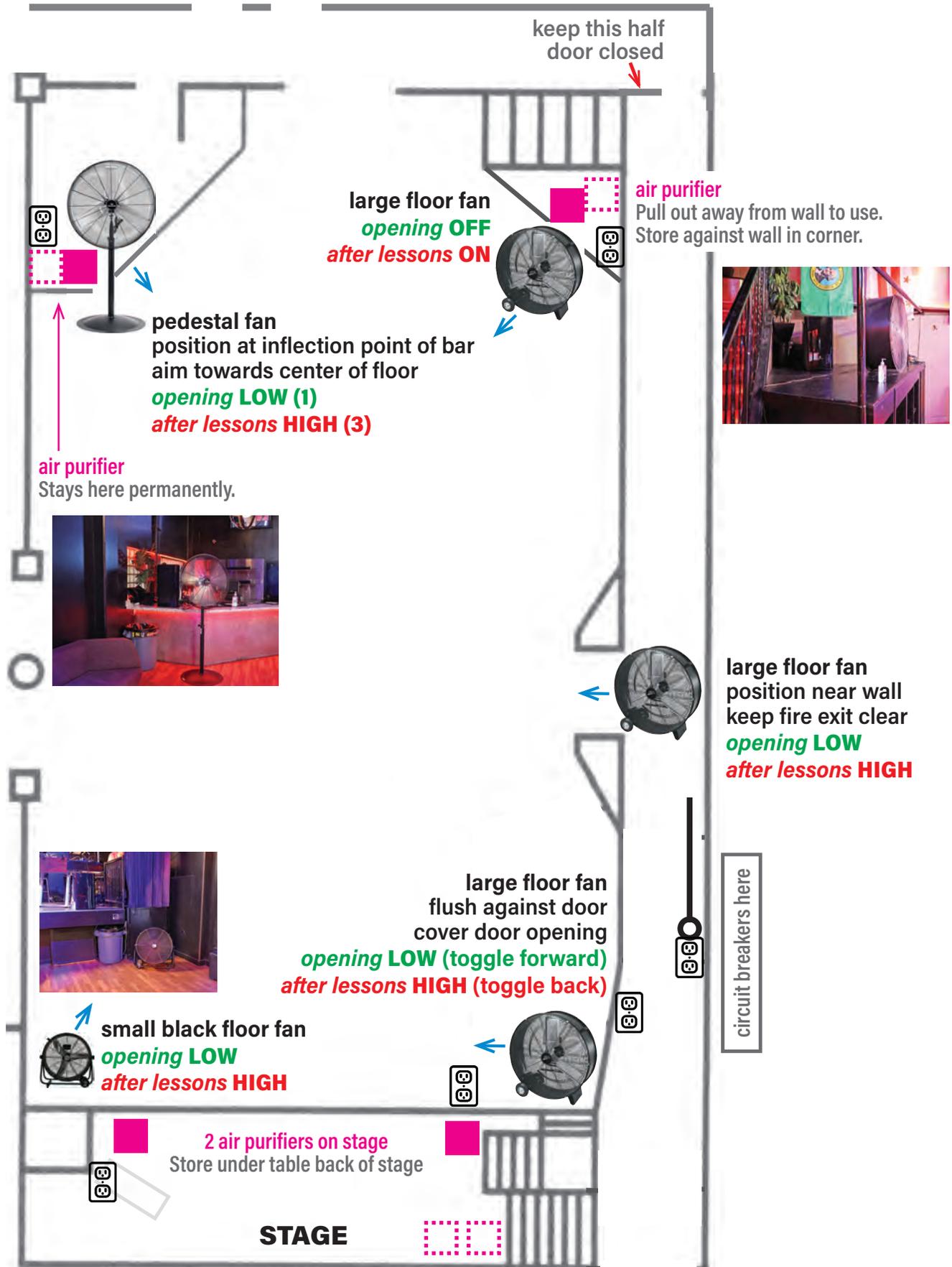


LIGHTS

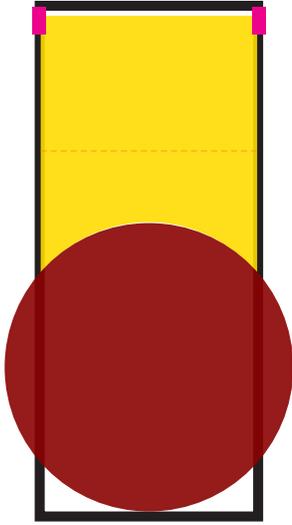
- Fluorescents ON for main room and back room
- Bulletin board and hallway lights on using remote (#2 and #3, respectively)
- Dim main bar lights

FAN & AIR PURIFIER SET-UP

BALLROOM - revised Aug 2022



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.

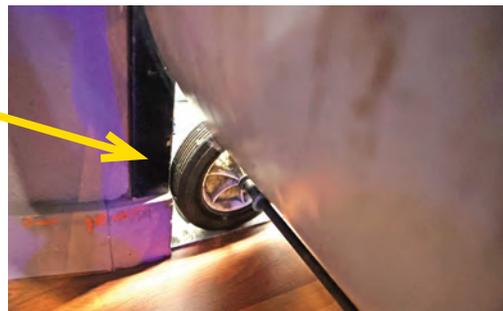


view from inside ballroom



view from back hallway

position wheel within the door frame

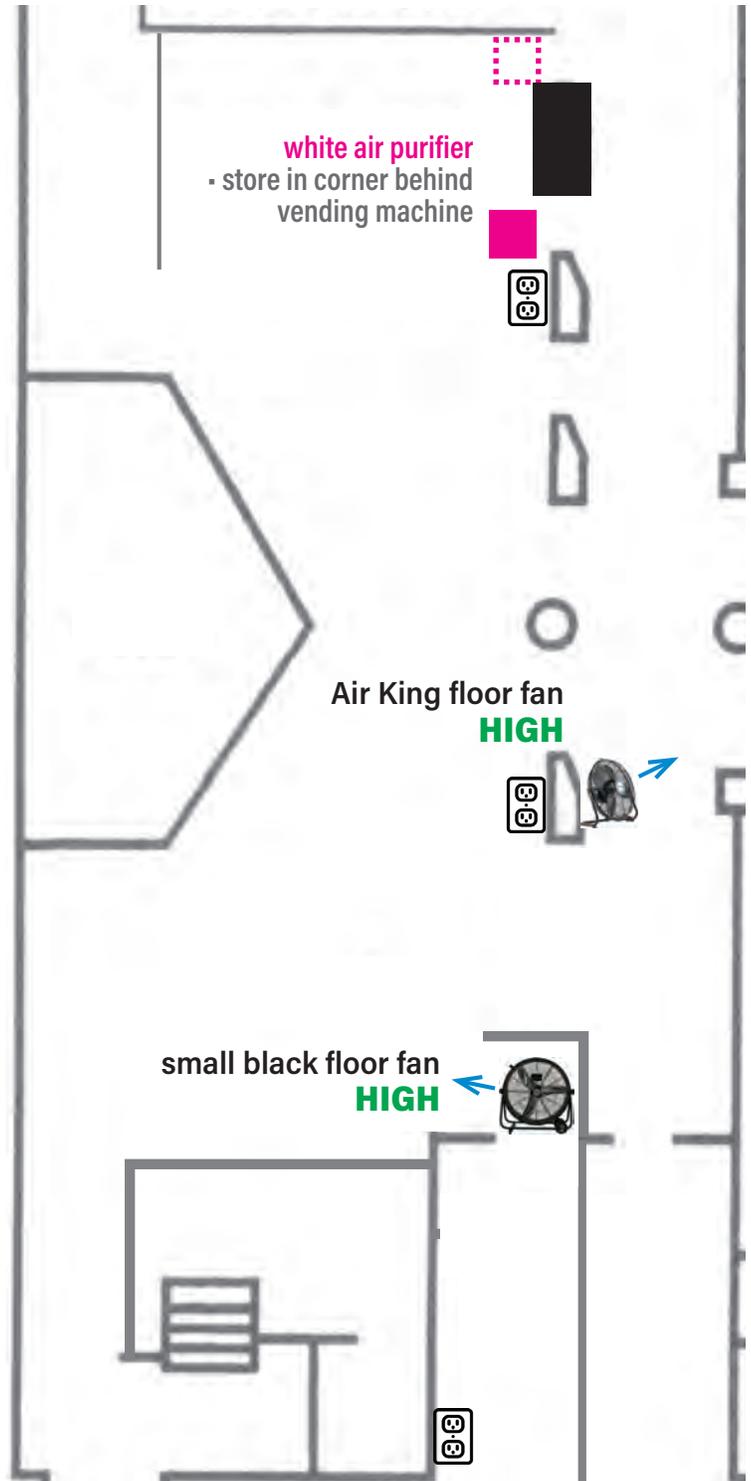


FAN & AIR PURIFIER SET-UP

BACK ROOM



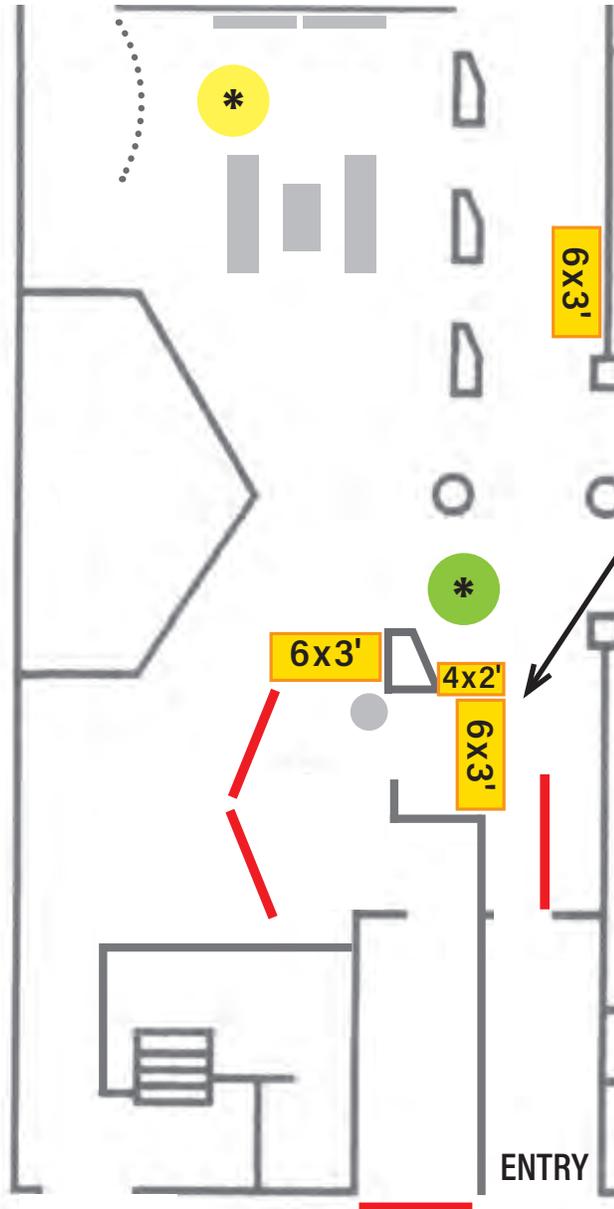
MAIN BAR



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

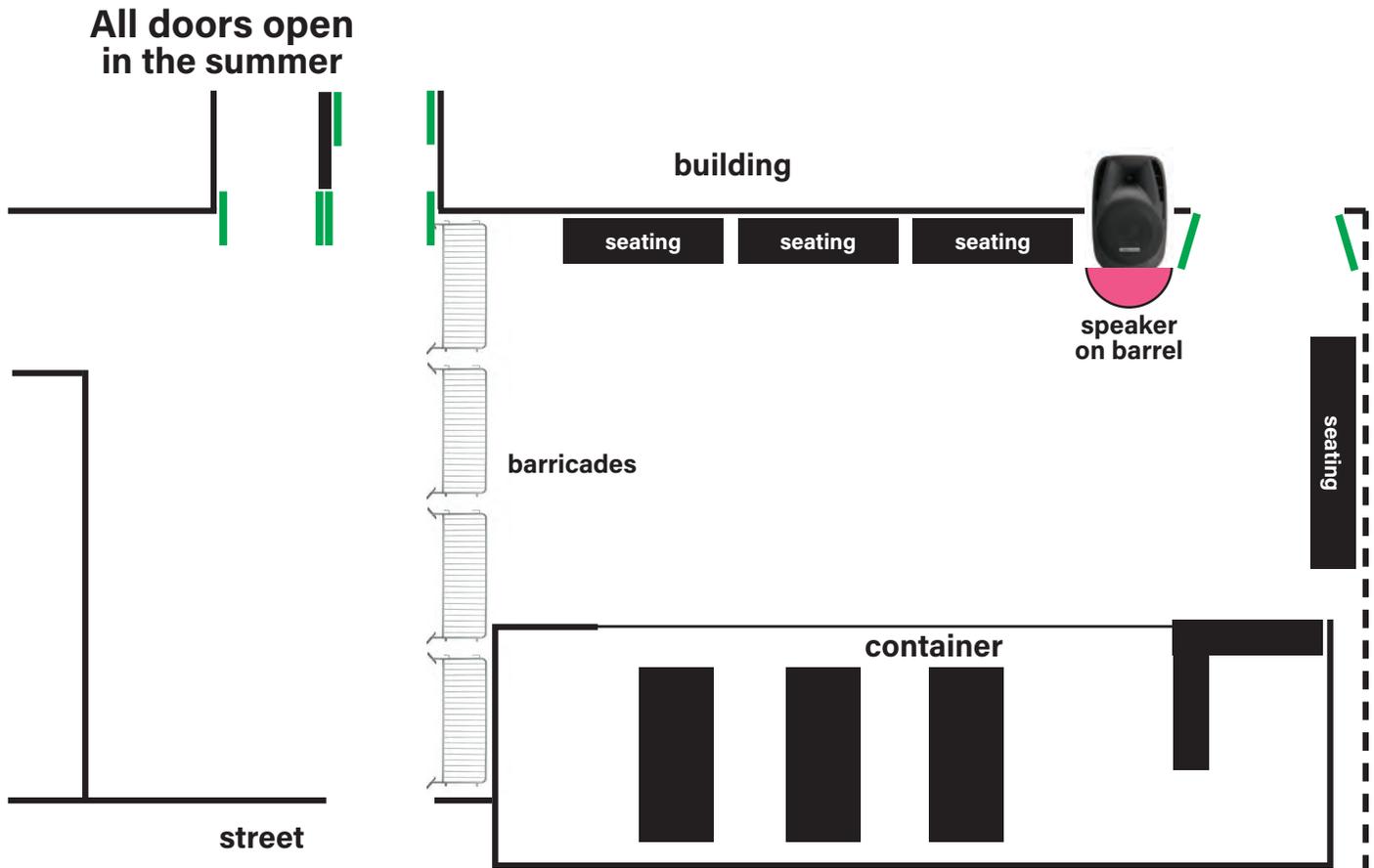


Attach magnetic posters on thin rails.
(Don't use the thick frame.)



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

OUTDOOR SET-UP PATIO LAYOUT



BARRICADE INSTRUCTIONS

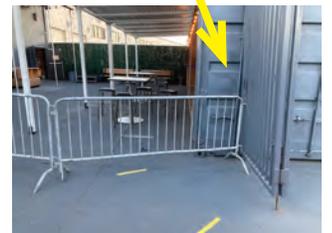
3 Tuck final barricade behind entry door

2 Lock only lower attachment as you go



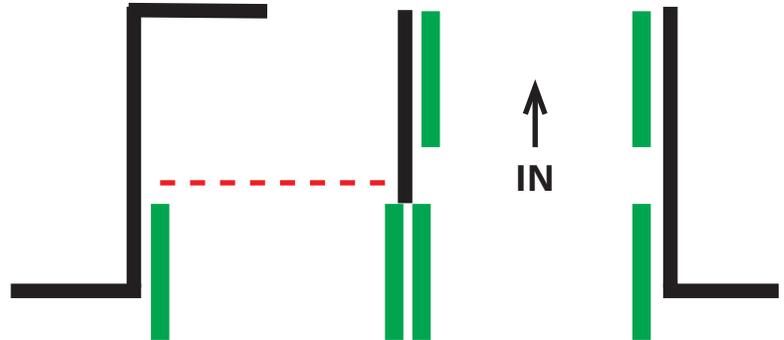
4 Traffic cone for this trip hazard

1 **START HERE**
- open gate fully
- wide feet of barricade next to gate @ corner



OUTDOOR SET-UP ENTRYWAY

ALL DOORS OPEN
for the summer



Barricade
Rope & stanchion

Sign
"Mask advised"
covers existing sign

Cover club's sign
Rainbow flag:
magnets under tape

Sign
Patio entrance:
attach with Velcro

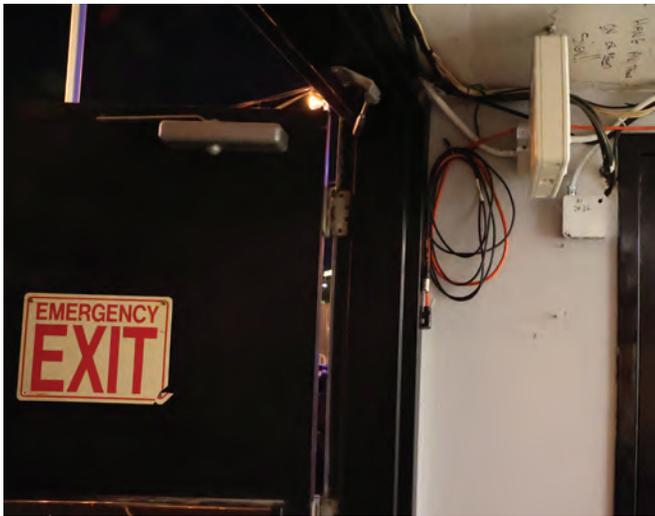


OUTDOOR SET-UP SPEAKER

***** 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"
7. Prop door open



Use chair to prop
door open

PROPANE HEATER INSTRUCTIONS



Open door



Find valve at top of tank

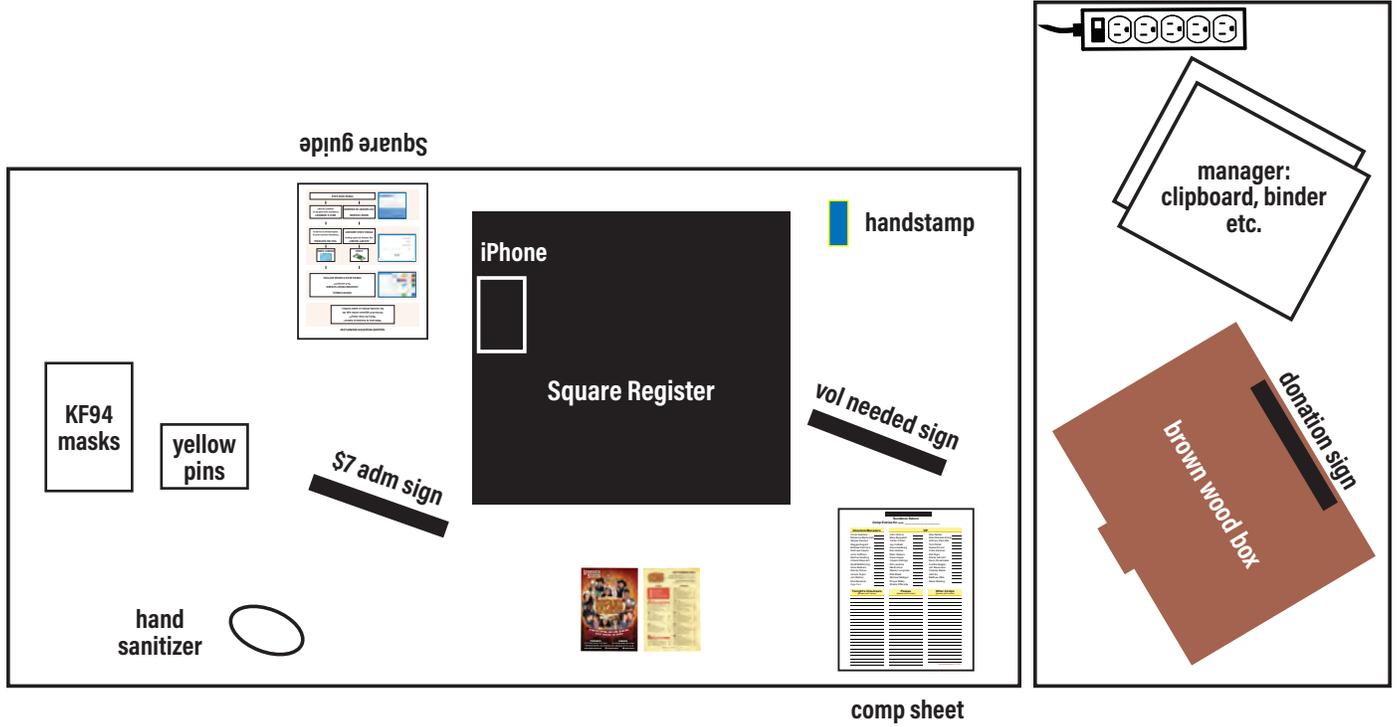


Turn counter-clockwise
to OPEN



Turn outer knob to LOW

INDOOR SET-UP FRONT DESK



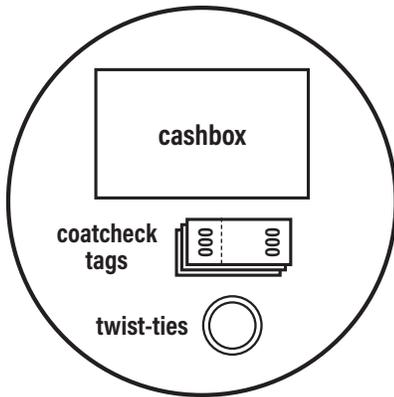
Place barrier here



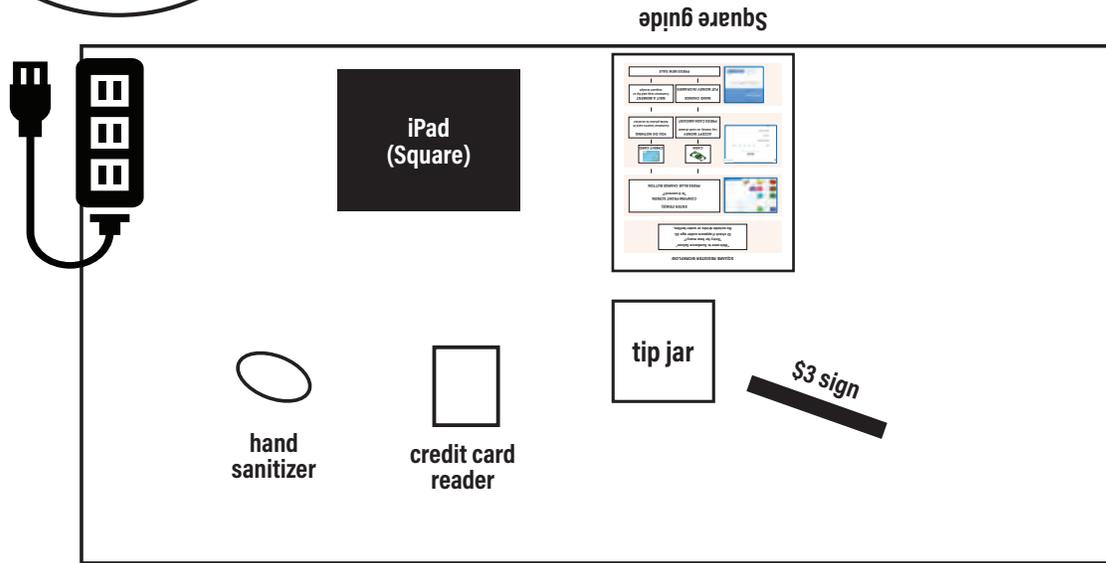
Line up front edges of tables here.

INDOOR SET-UP

COAT CHECK - SUNDAY



T-shirts for sale:
store under table

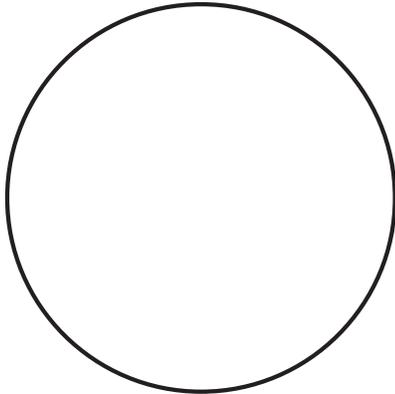


NEW! Coat-check directional sign



INDOOR SET-UP

COAT CHECK - THURSDAY



T-shirts for sale:
store under front table

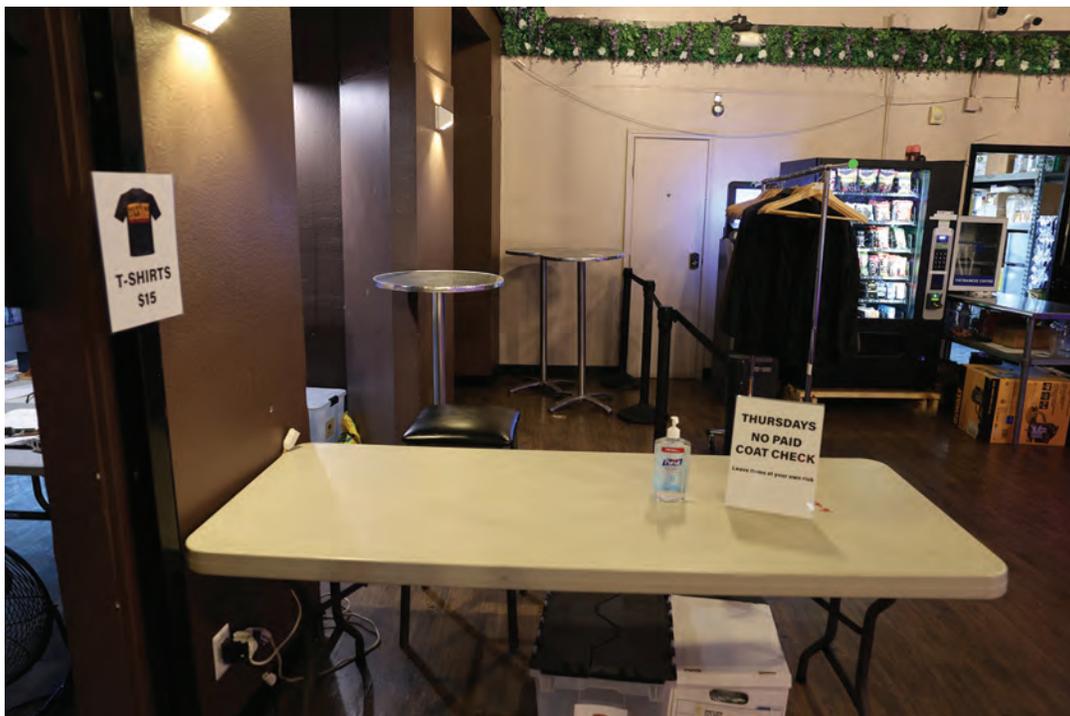
Move coat-rack
outside of barrier area

NO tip jar on Thursday!



hand
sanitizer

Thursday sign



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

- Two bulletin boards: Community board on the left, Sundance board on the right.
- Flyers: Community flyers on the left, Sundance flyers on the right.
- Monthly poster(s) hang in hallway
- Set up white 6-foot volunteer table in hallway



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.
- One on front table, one on coat-check table.
- Place remaining around the main ballroom.

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.

