

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
- **OUTSIDE SPEAKER:** DJ will now handle. You may need to remind.
- **SQUARE REGISTER BOX:** Square Register and extension cord assembly
- **FRONT DOOR:** wood (front door) box - for everything else on front table
- **COAT CHECK:** flipper tub box - coat check table and signs, Tshirt sales
 - Keep coat rack out until closer to closing
- **PROMO AREA:** promo flipper tub box, volunteer table, bulletin boards, sign board

Any time after 10:00 pm:

- **UPSTAIRS BANNER** (Sundance Association)
- **FLAGS**
- **BALLROOM PURELL**
- **FANS:** put away two fans in front bar room
- **AIR PURIFIERS:** store in designated locations

Any time after 10:15 pm:

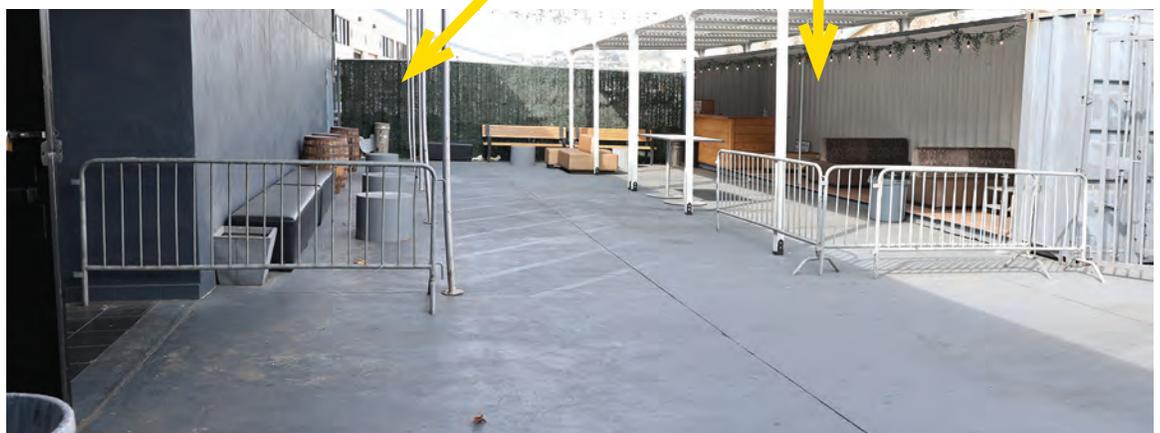
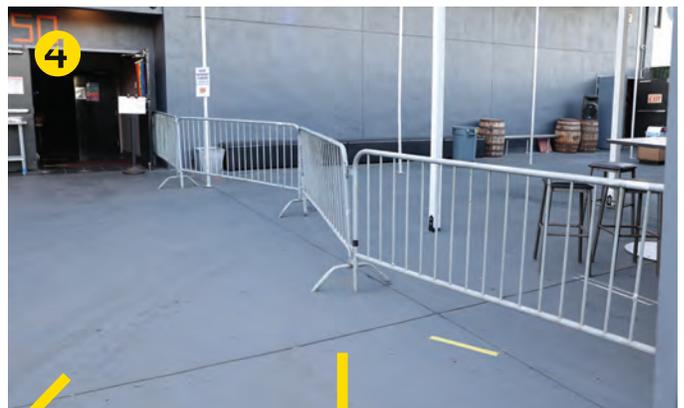
- Turn off all remaining fans.
- Toss all beverages (only empty bottles until 10:30)

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

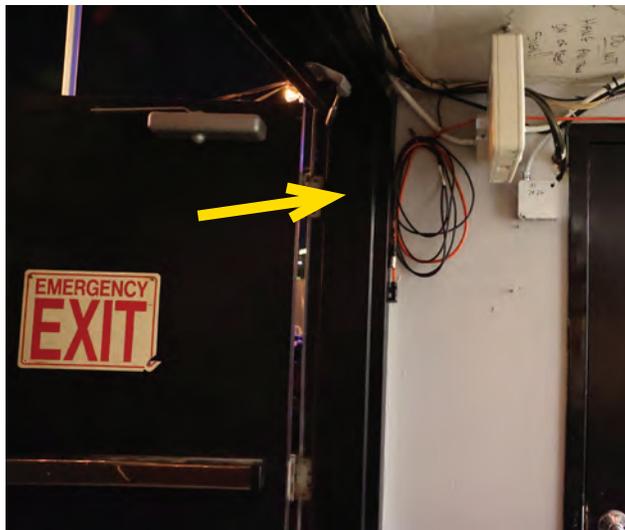
- 1. Banner** - roll up (don't fold). If raining, bring in early to dry.
- 2. Outdoor signs** - remember the Sundance Saloon signs attached to doors and the rainbow flag cover.
 - Stack together - store on top of boxes on top shelf.
- 3. Barricades** - move enough so truck can get in to be parked.



FULL TEARDOWN - OUTDOORS 2

SPEAKER (DJ will now handle this!)

- Turn off power
- Extension cord and XLR cable coiled loosely on hook by exit
- Speaker stored in DJ cabinet



**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

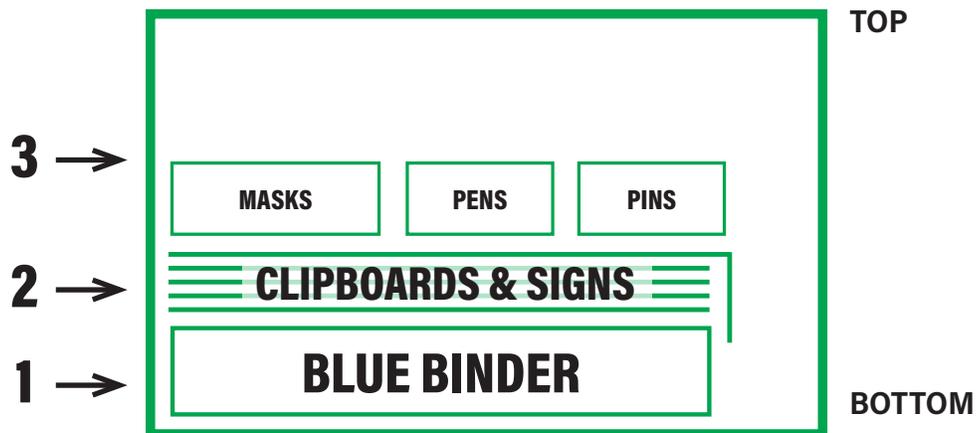
FRONT TABLE

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).
- Boxes and everything else goes on top



FULL TEARDOWN - INDOORS 2

COAT CHECK BOX - FLIPPER TUB

- Include everything on the coat check table (except Purell).
- Also include T-shirt promo materials including display T-shirt
- Include coat-check directional sign on entry column

FROM BOTTOM TO TOP:

1. Cash box and tip jar at the bottom.

2. Small items (coatcheck tags, twist-ties, credit card reader) in the remaining space at the bottom.



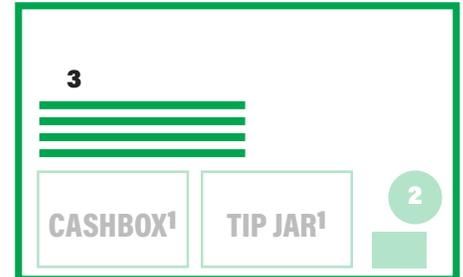
SIDE VIEW



3. Flat items: signs and iPad. Remember the coat-check directional sign!



SIDE VIEW



4. Fit everything else in including display Tshirt.



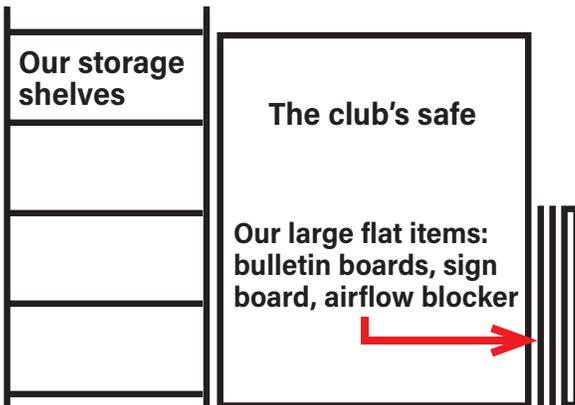
SIDE VIEW



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
- Community flyers and Sundance flyers have their own containers.
- Bulletin board goes to flat storage area

FOLDING TABLES

- Break down and place by our storage room

LIGHTED SIGN BOARD

- Store in cardboard box in flat storage area.

FLAGS

- Put flags away in box
- Try to folks with magnets not in contact.
- **IMPORTANT:** Store US flag trapeze on ceiling.

SUNDANCE ASSOCIATION BANNER

- In loft window.
- Roll banner; do not fold

HAND SANITIZER

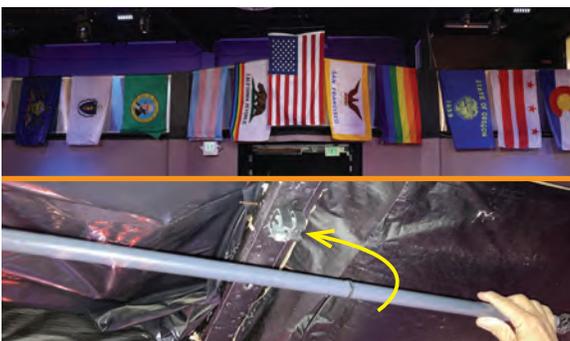
- Place Purell hand sanitizers in small Purell box
- If it's not Purell, it's not ours
- Remember there's one in the Back Room and there may be one in the Loft.

FANS & FAN ACCESSORIES

- Fans in the main bar room need to be relocated to storage locations. See map next page.
- Detach airflow blocker from fan by the stage. Store in flat storage area.

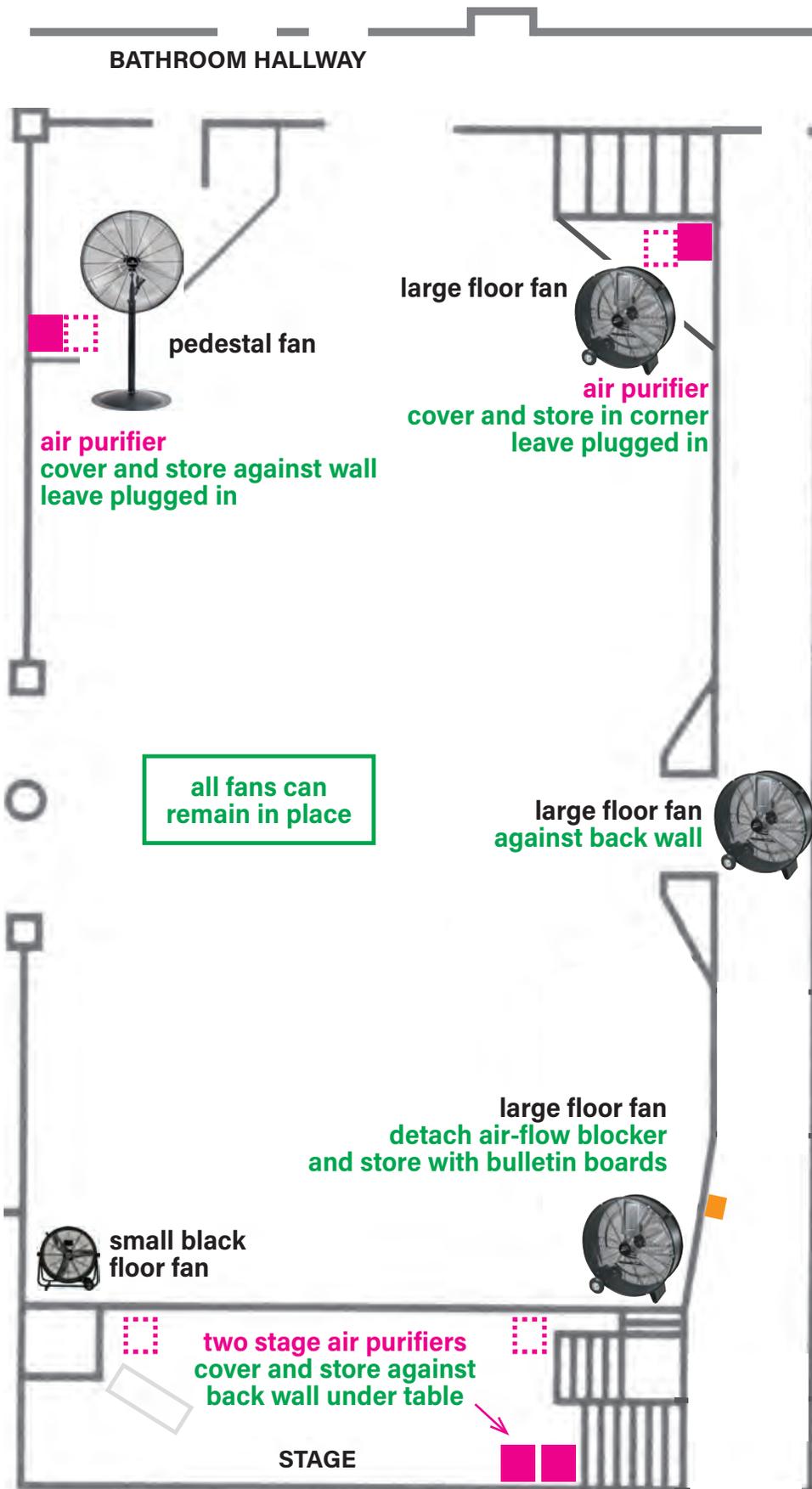
AIR PURIFIERS

- Wrap cord loosely on hooks of air purifiers.
- Cover and store in designated storage locations.

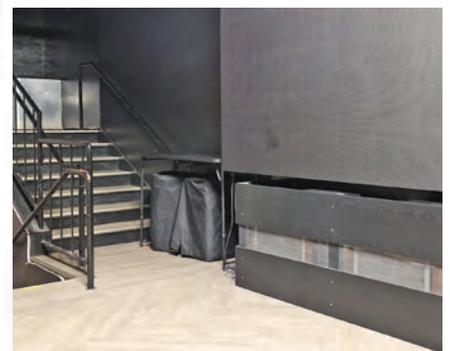
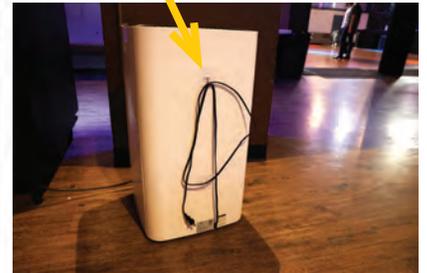


FULL TEAR-DOWN

STORAGE LOCATION OF BALLROOM FANS & PURIFIERS

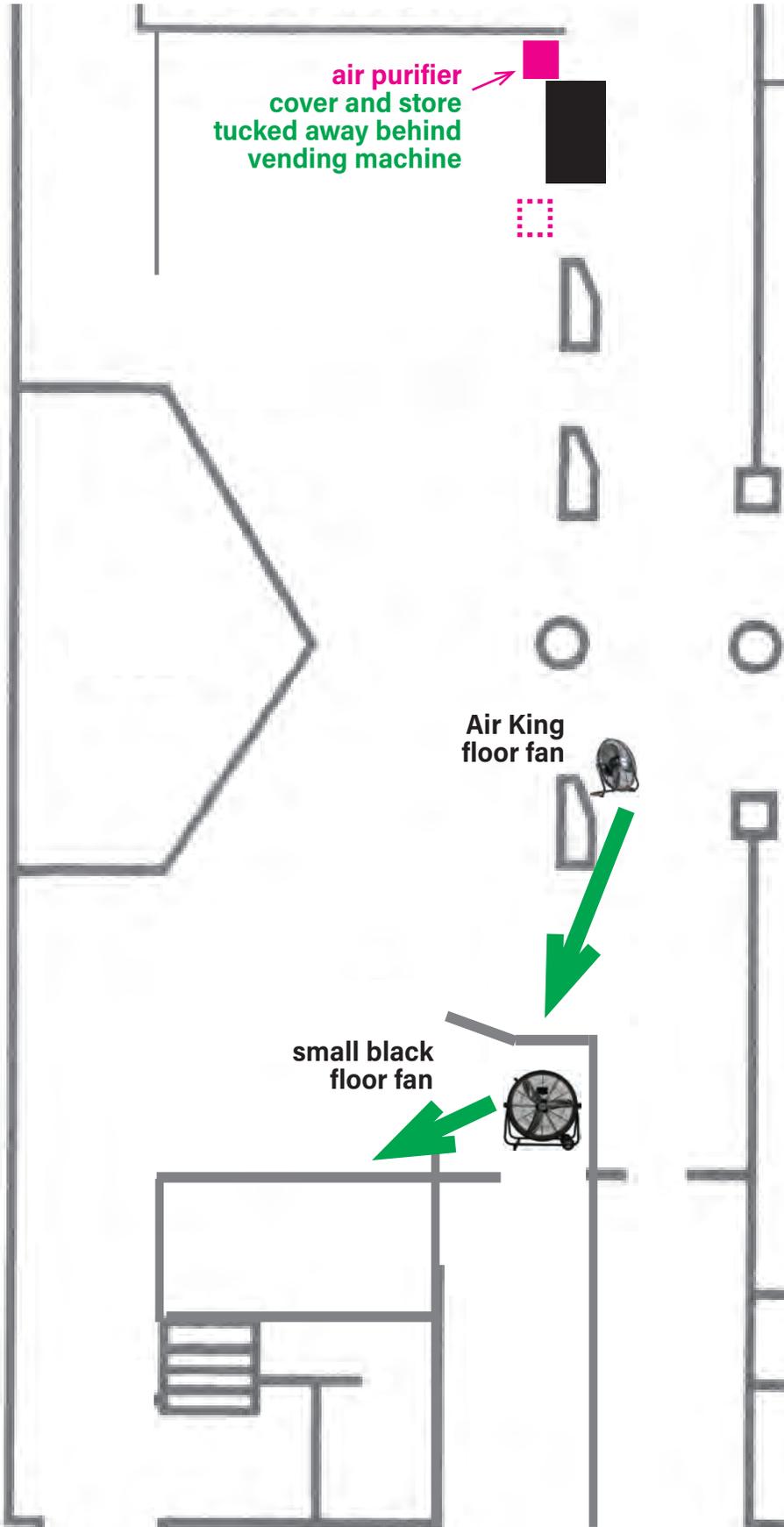


air purifiers
wrap cord loosely on hooks



FULL TEAR-DOWN

STORAGE LOCATION OF MAIN BAR FANS AND PURIFIERS



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**

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:**
 - 1. back room DJ booth clear (microphone, RCA-1/8" cable, CD binder)**
 - 2. loft curtains open and secured**
 - 3. US flag trapeze stored**
 - 4. air blocking board over floor fan by the stage stored**
 - 5. front desk electronics OFF, not standby (iPad, iPhone, wifi hotspot)**
 - 6. posters and signs on column in hallway stored away**
 - 7. posters on all entry doors (check both sides)**
 - 8. outside and loft banners have been put away**
 - 9. wood box is locked**

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.**