

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:

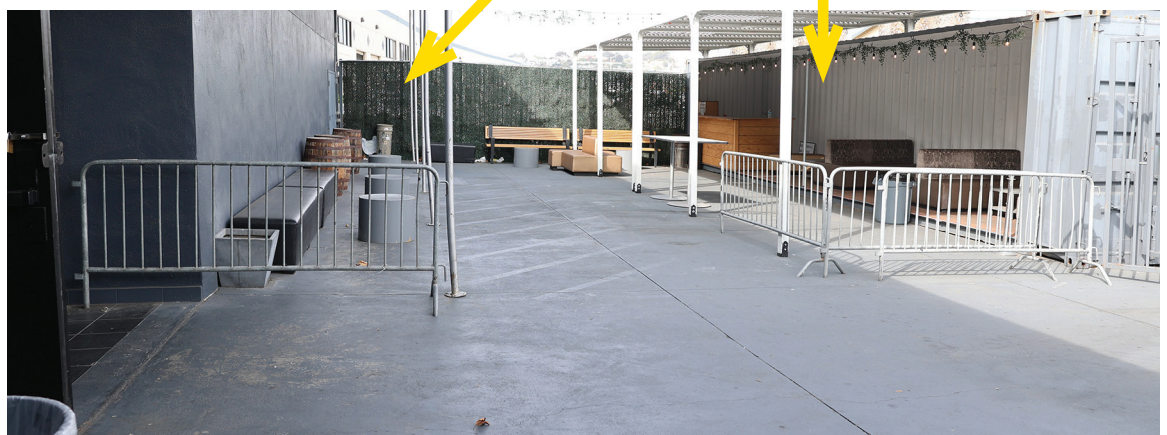
- Turn off all remaining fans.
- Toss all beverages (only empty bottles until 10:30)

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

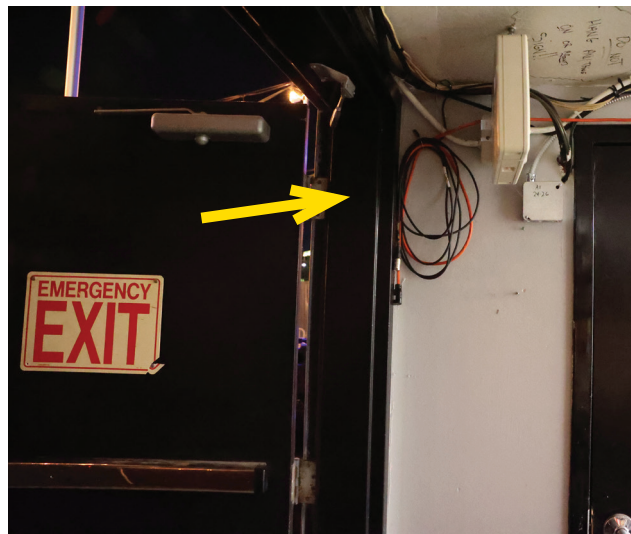
1. **Banner** - roll up (don't fold). If raining, bring in early to dry.
2. **Outdoor signs** - remember the Sundance Saloon signs attached to doors and the rainbow flag cover.
 - Stack together - store on top of boxes on top shelf.
3. **Barricades** - move enough so truck can get in to be parked.



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

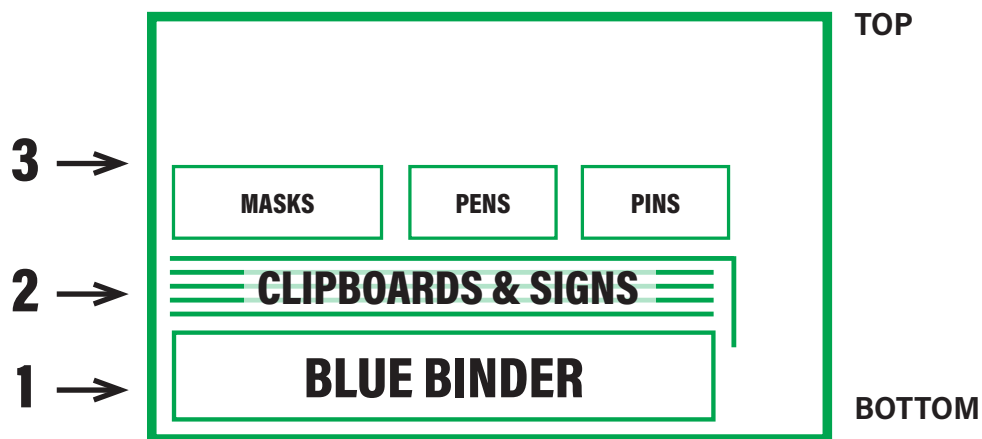
FRONT TABLE

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.



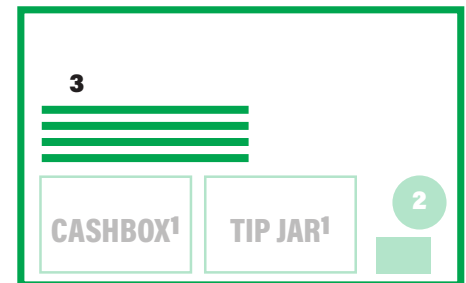
SIDE VIEW



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



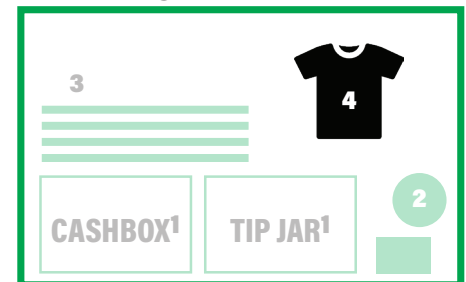
SIDE VIEW



4. Fit everything else in including display Tshirt.



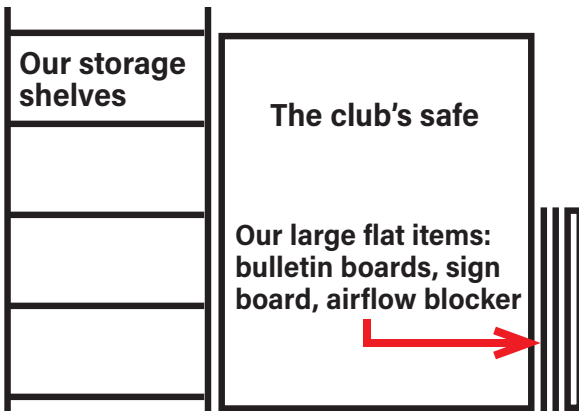
SIDE VIEW



**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

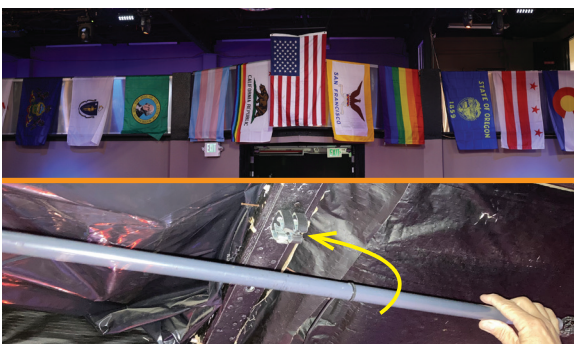
- Place Purell hand sanitizers in small Purell box
- If it's not Purell, it's not ours
- Remember there's one in the Back Room and there may be one in the Loft.

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.

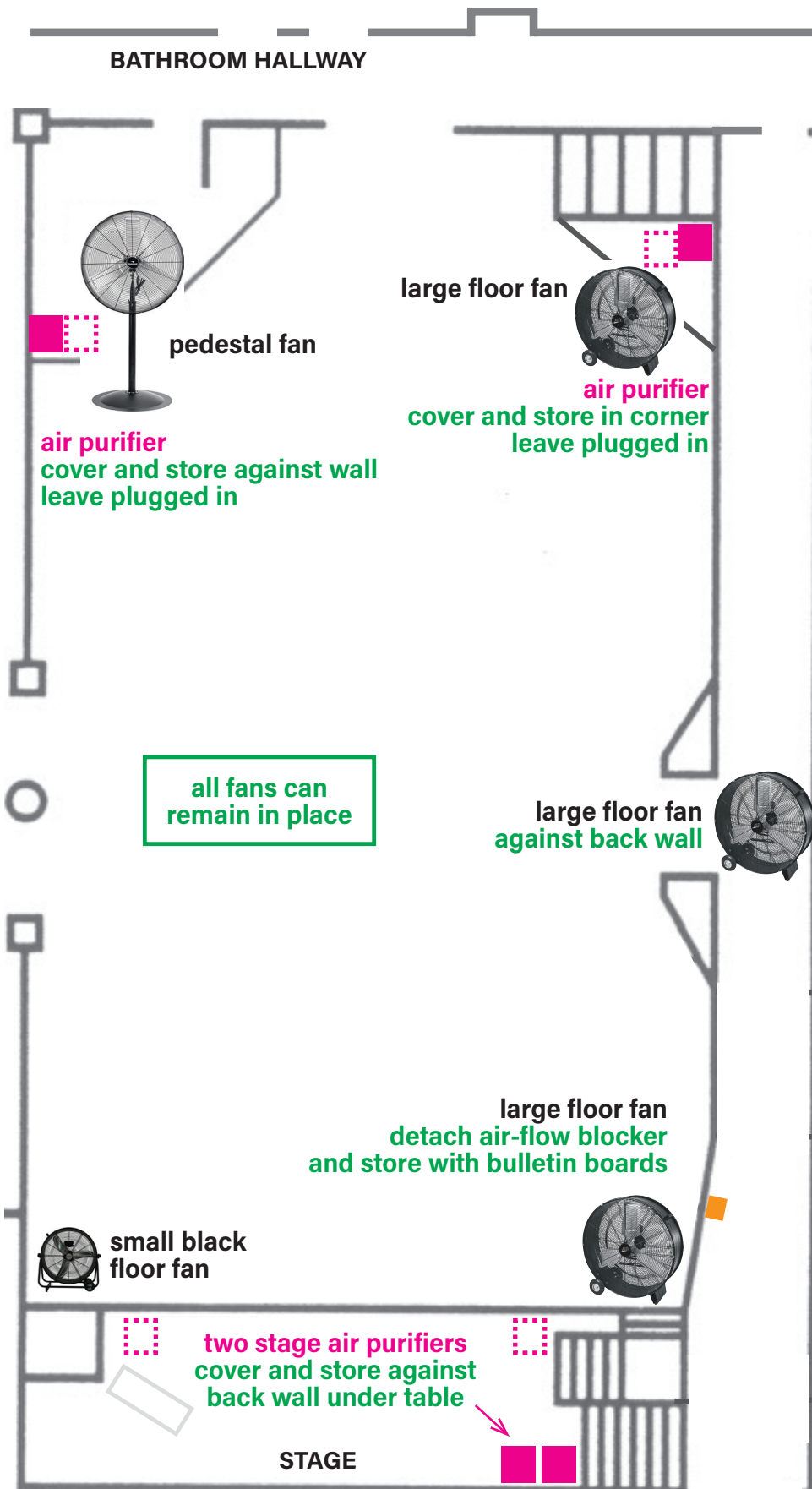
AIR PURIFIERS

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

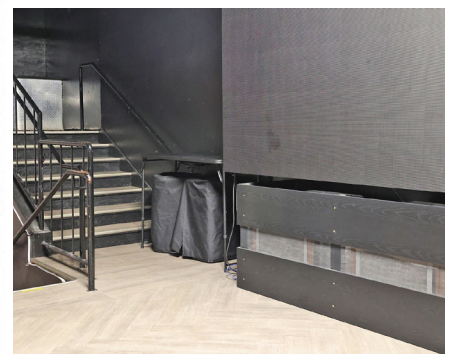
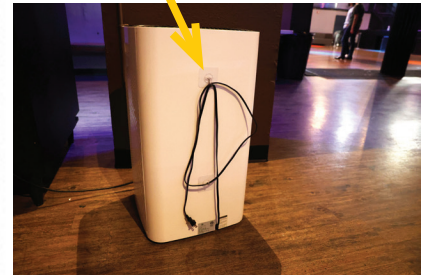


FULL TEAR-DOWN

STORAGE LOCATION OF BALLROOM FANS & PURIFIERS

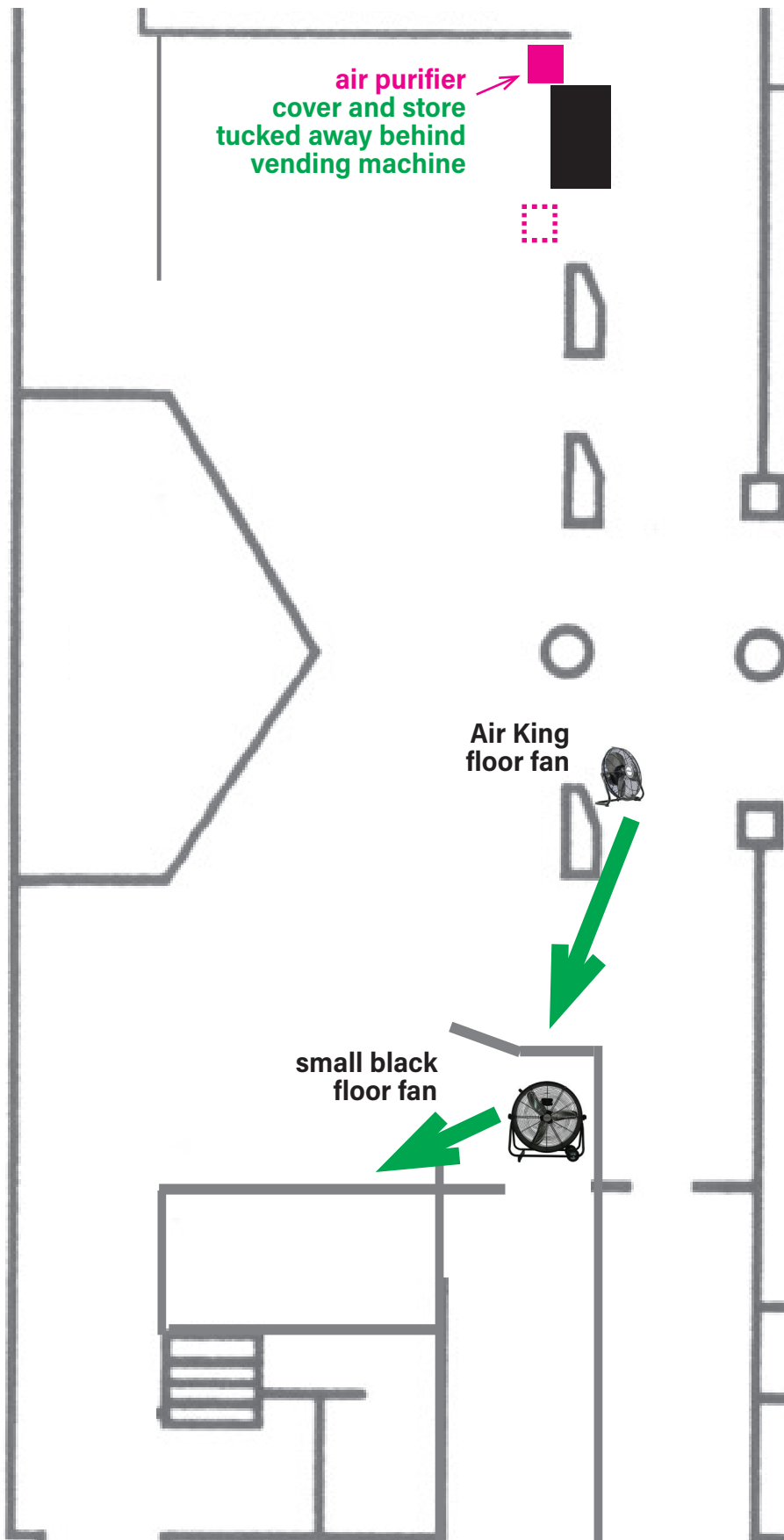


air purifiers
wrap cord loosely on hooks



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.**