**VOLLEYBALL GAME DAY** Updated 9/21/14

**WHO WHAT BY WHEN**

\_\_\_CUST 28 Chairs and 2 scoring tables 3:30pm

\_\_\_CUST 1 Clock and microphone set up 3:30pm

\_\_\_CUST Bleachers out and door open on East end 3:30pm

\_\_\_CUST Portable bleachers in small gym with small scoring table 4:00pm

\_\_\_CUST 1 rack of chairs for team side and 1 rack of chairs for others 4:00pm

\_\_\_CUST Set up ropes/flags for student sections 3:30pm

\_\_\_CUST Take out ticket booth make sure extension cord inside 4:30pm

\_\_\_CUST Outside doors locked around gym area\*\*\* 5:00

\_\_\_CUST \*\*\*Inside 3 doors locked only if soccer game 5:00

\_\_\_COACH/TEAM Set up 2 courts 3:30pm

\_\_\_COACH/TEAM Score books and Libro tracker sheets 3:30pm

\_\_\_COACH/TEAM Music for warm-ups (Approved by coach) 3:30pm

\_\_\_AD Put up welcome signs on front doors and easel from library 4:00pm

\_\_\_AD Programs and tickets 5:00pm

\_\_\_AD Ticket takers and cashier in place 5:00pm

\_\_\_AD /Man. 3 Water bottles for table workers 6:45pm

\_\_\_AD /Man. Program and info. to announcer 6:45pm

\_\_\_AD /Admin. Count money and put in safe 7:30pm

\_\_\_AD/Man. Get any worker signatures on time sheets 7:30pm

 **AFTER GAME**

\_\_\_TEAM Put away VB Equipment

\_\_\_CUST Put away chairs, clock, microphone, tables

\_\_\_CUST Lock ticket booth up under stairs

\_\_\_CUST Clean bleachers and reset gym

\_\_\_AD Put away signs