01/10/2015

Meet Director Set Up List:

Admin:

1. Pink paper (girls late entries)
2. Blue paper (boys late entries)
3. Neon green paper for swimmer change form
4. 3rd color to print coaches psyche sheets (an option but we don’t typically print in another color)

Officials:

1. DQ forms
2. Relay takeoff forms
3. Swimmer change forms
4. Starter stand and table and trays for sheets
5. Bullhorn.

Awards:

Supplies:

1. Two large hanging file boxes
2. Hanging files with tabs, labeled by event number
3. Ribbons
4. Labels
5. Pens (for initialing at time of pickup)
6. Psych sheet for reference of events and event numbers

Safety:

1. Vests
2. Schematic with designated posts for SM to keep in volunteer check in.
3. List of duties
4. First Aid supplies...in lifeguard cabinet

Facility readiness:

1. Touch pads
2. Chairs
3. Bleachers
4. Signage in place
5. Tables in place for psyche sheet sales, for meet ref papers,

Hospitality:

1. 7 big tables and 4 little tables
2. Coffee pot – filled with tap water and ready to go – display setup filled with K-cups
3. Tablecloths in place
4. Drinks in coolers iced down.
5. Utensils out on tables
6. Blue jugs with ice and water for timers on deck with cups

Timing:

1. Boxes set out for timers
2. Stop watches checked and zeroed out
3. Clipboards

Volunteer check in:

1. Spreadsheet for each area
2. Description for each job duty

Clerk of Course:

1. Table and chairs for check in.
2. Money box
3. A small hanging file box with supplies
	1. Individual meet entries report from MM
	2. Meet information
	3. Paper clips
	4. Pens

Runners:

1. A home base for runners near the starter area.

Control Room:

1. Extra printer cartridges
2. Pens, highlighters
3. Printer paper
4. Paper clips
5. Stapler

01/10/2015

SET UP TO DO LIST:

Set up 6 foot Tables:

* Psych Sheet Sales/Awards – lobby in front of trophy case
* Volunteer check-in – Inside deck on left wall.
* Clerk of Course – Inside deck on right wall.
* Hospitality – 7 big tables – U shaped for eating.

Setup Small Black Tables:

* Under scoreboard for officials with trays from Hillary's office.
* 4 Small tables – 2 along back wall for food, 2 along side wall for Blue water jugs
* Small table on wall in hallway by control room for runners – tape and tray for results

Set up Signage:

* Heat/Lane Assignments
* Results
* Awards
* Clerk of Course
* Hospitality
* Volunteer check – in
* Meet Mobile/Heat sheet sales
* Boys and Girls Positive check in
* Pre-seeded or Positive check in
* Volunteers/Timers needed

Set up Stations:

Volunteer check-in:

* Spreadsheet of volunteers
* Highlighter
* Pen
* Volunteer tyvex bands
* Safety Marshal vests
* Schematic of SM stations
* Description of each job duty for review

Officials Table – Under scoreboard

* DQ forms
* Relay Takeoff Forms
* Swimmer change forms
* 2 Clipboards
* Starter area marked off with stand and ribbon

Awards: (Place supplies in the control room)

* Two large hanging file boxes
* Hanging files with tabs, labeled by event #
* Manilla folder with event identified inside hanging file folder
* Ribbons
* Labels
* Pens

Timers:

* Boxes on a chair in each lane

Hospitality:

* Tables in place
* Coffee pot – working?
* Tablecloths in place
* Drinks in cooler – ice?

Clerk of Course:

* A small hanging file box with supplies
* Individual meet entries report from MM
* Meet information
* Paper clips
* Pens
* Late Entry forms (pink and blue)