

HEATING AREA

- ✓ Stack all rows of lounge chairs behind the blocks.
- ✓ Sweep behind the blocks, and you may have to use a hose if the guards have not been cleaning the deck regularly.
- ✓ Open large gate on the far side of heating.
- ✓ Get benches in the garage downstairs - Guard Office has keys - and move to heating. We put them in the trunk and move them up to the gate in the car.
- ✓ Get green team tent prepped to set completely up
- ✓ Get 24 chairs from The Grill to set behind blocks (4 per lane)
- ✓ Get out laundry baskets
- ✓ Get on long table from the club to go on the bar side of the tent for work space or use three square tables from the grill.
- ✓ 3-6 umbrellas behind the blocks to shade swimmers
- ✓ Move bar stools to face the pool for coaches and clear walking space
- ✓ Set up cordless microphone in the guard office PA system or get one of the large stand-alone speakers from the club.
- ✓ Lane Lines
- ✓ Event Board set up on slide
- ✓ Event Board Numbers up by Event Board
- ✓ Lap Counters out for the 400's
- ✓ The "bridge" put in by the triangle for officials to use
- ✓ Starter plugged in and charging
- ✓ Make sure all details are communicated to the Grill and Club through Peter and the Grill Manager.
- ✓ Umbrellas placed next to the pool for coaches
- ✓ Team sign placed in planter by grill.

- ✓ Get heating supplies out the morning of the meet. They can stay in the closet if you set up the night before.

Items needed to initiate set-up

1. Keys to pool
2. Charged Timing Equipment – The charged starter, Dolphin timers, computer, and flat screen.
3. 9-volt batteries for back ups to Dolphins and Wireless mic
4. Have a plan for the National Anthem.
5. Have a Plan to use the small pool flags or the large flag that is somewhere in the club.
6. Have extra paper and printer toner.