

Set-up Instructions - Set-up Volunteers – Home Meets

Snack Bar

1. **Snack Bar area setup until pool deck open for adults**
(Snack bar volunteers help with remainder of snack bar setup)

Tents:

2. **Team Tent area – See laminated diagram for 2022 – 27 Tents**
3. **Deck Tents around pool – Both ends for timers and alongside in front of bleachers**
4. **Ready Bench – Tents, Benches**
5. **Booster Tent**
6. **Ribbon writing Tent – next to Booster tent by boy's bathroom**
7. **Hospitality Tent – by garage**

Tables

8. **Tables for computers and coaches (visiting team too!)**
9. **Setup tables for booster tent (1) and for ribbon writing (2)**
10. **Hospitality – Small foldout/adjustable height table; setup by garage**

Chairs

11. **Chairs for timers and computers/coaches**
12. **Need at least 2 chairs for booster tent and 6 for ribbon writing.**

Bins/Boxes

13. **All bins from the rollup go to booster tent**
14. **Need mailboxes and Ribbon drawers at Ribbon writing tent and check on stock as more located in cabinets if needed**

Signage

15. **Signage – Tape no photo signs to the tents at either end of the pool (Located in bin at Booster Tent)**
16. **Signage – Ready bench – 6,5,4,3,2,1 at both ends and hang both banners for IM Relay and IM (Located in bins at booster tent and/or in cabinets where mailboxes are kept)**

Other

17. **Ask lifeguards for trash barrels if not already out. We need all available.**
18. **Need at least 4 ready bench clipboards with pens**
19. **Yellow rope to cordon off the computer and coaching side of the pool**

Team parent coordinators will take care of the gear and needs for the team tents including putting age group signage up on team tents. Computer setup by those working that day. Please wait for the coaches to setup the lane lines and blocks before placing tents at that end of the pool.