

Task List for Setup and Cleanup

Timers chairs (use metal and plastic folding only) usually 3 per lane

Coaches tables (the skinny ones) place alongside pool appropriate to # of teams with padded chairs

Setup start system and tripod

False start recall rope and standards

Move any large equipment to outside of back door to make room for hospitality, awards, and meet manager computer operators

8&u staging: if meet has 8&u's tape lane #'s on bulkhead (make sure bulkhead is dry) also on walls where they stage before being escorted to the bulkhead and move bleacher into place where the swimmers will sit and put up signs identifying the area

Clerk of the course table with padded chairs

Timing System table with padded chairs

Announcers table with padded chair

Meet manager computer operator table with padded chairs

Set up small table for awards

Post 3 sets of meet program with blue tape (behind the blocks, inside the pool entrance, upstairs outside entrance to balcony (take down after the meet)

Help with any remaining tasks with timing system, hospitality, or concessions