

Tue, 04/26/16

When?**Who?****What?**

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|---------|--|---|
| 11:30AM | | Heat Sheet Check #1 @ Rockingham Middle School begins |
| 1:00PM | | Heat Sheet Check #1 @ Rockingham Middle School ends |
| 3:00PM | | Heat Sheet Check #2 @ Rockingham Middle School begins |
| 5:00PM | | Heat Sheet Check #2 @ Rockingham Middle School ends |

Thu, 04/28/16

When?**Who?****What?**

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|---------|--|--|
| 10:00AM | | SONC Staff arrives |
| 11:00AM | | Awards volunteer training in media center (to show awards video) |
| 1:40PM | | Set up volunteers arrive |
| 1:45PM | | Set up starts |
| 3:15PM | | Set up ends |

Fri, 04/29/16

When?**Who?****What?**

- | | | |
|--------|--|---|
| 7:15AM | | Place our directional signage to direct traffic to venue |
| 7:30AM | | Venue team arrives to set up |
| 7:30AM | | Place venue signage in appropriate areas (work outside in- teardrop banners/flag outside the venue, volunteer/coach check-in, competition/lunch/awards signs)- no tape on the front of signs. Place signs up high |
| 7:40AM | | Ensure volunteer check-in area is ready to greet first volunteers (signs are up, sponsor grid is on the table, check-in sheet, list of volunteers, t-shirts laid out by size, tickets for lunches) |
| 7:45AM | | Volunteers arrive at 900 Building (JV Locker room) and check-in |
| 7:45AM | | Set medical kit and signage in a visible locations |
| 8:00AM | | Volunteers report to their assigned area |
| 8:00AM | | Confirm that all critical volunteer needs have been filled |
| 8:00AM | | Volunteer Training at designated areas |
| 8:05AM | | Put awards materials in appropriate area for awards team |

<input type="checkbox"/> 8:15AM	Local programs start arriving (it is OK to have them wait if Athlete Check-In is not set up yet)
<input type="checkbox"/> 8:15AM	Ensure medical personnel have arrived
<input type="checkbox"/> 8:30AM	Delegations check-in (lunch numbers are confirmed/scratches collected, direct athletes to locker/changing rooms and seating) and report to track for OC staging
<input type="checkbox"/> 8:45AM	Awards materials are double checked and prepared (accurate # of medals and ribbons, labels, scripts, awards music, cd player, PA)
<input type="checkbox"/> 9:00AM	RHS Band arrives at track
<input type="checkbox"/> 9:30AM	Opening Ceremonies begins
<input type="checkbox"/> 9:45AM	Ensure volunteers are in place for competition to begin
<input type="checkbox"/> 9:45AM	Confirm lunch arrangements (accurate #, all supplies accounted for, including napkins and plates)
<input type="checkbox"/> 10:00AM	Set up lunch distribution area
<input type="checkbox"/> 10:00AM	Competition begins
<input type="checkbox"/> 10:00AM	Olympic Town Opens
<input type="checkbox"/> 11:00AM	Lunches available for distribution (all registered athletes, coaches, chaperones, all-day volunteers)
<input type="checkbox"/> 1:00PM	Lunch distribution ends, donate/give away leftover lunches
<input type="checkbox"/> 1:15PM	Competition ends
<input type="checkbox"/> 1:30PM	Start to break down periphery signage (volunteer/coach check-in)
<input type="checkbox"/> 1:30PM	Send volunteer to take down directional signage
<input type="checkbox"/> 2:00PM	Olympic Town Closes
<input type="checkbox"/> 2:05PM	Break down the venue and pack up all equipment, inventorying as you go (so we do not swipe something belonging to the facility)
<input type="checkbox"/> 2:30PM	Venue Manager does final venue walkthrough to ensure all equipment has been picked up and the venue is clean
