

Tue, 05/31/22

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

12:00PM All names to Bowling Center for input into computer

Fri, 06/03/22

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

3:30PM Power Team Load up equipment at the warehouse

4:30PM Power Team Equipment delivered to venue and inventoried by Venue Manager

Sat, 06/04/22

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

7:30AM Directional signage put out

8:00AM Venue Team arrives to begin set up

8:15AM Test equipment (laptop, printer, PA, boom box - power available or working batteries, if needed)

8:30AM Ensure all venue signage is placed to easily identify key locations (volunteer check-in, medical, Head Coach check-in, etc)

8:35AM Finish set up of key locations with tables, chairs, etc

8:45AM Ensure Volunteer Check-in is ready to greet first volunteers

8:45AM Volunteer check-in assistants arrive

9:00AM Volunteer check-in begins

9:15AM Volunteer training begins in Game Room

10:00AM Warm-up begins

10:30AM Competition begins

11:00AM Lunch is delivered to the venue

11:00AM Souvenir sales begin at info services

11:30AM Lunch available

12:00PM Souvenir sales end- all souvenirs packed up and brought to Talley Student Center

12:30PM Competition ends

5:00PM Competition Team redivisions at SONC

Sun, 06/05/22

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

7:30AM		GMT picks up awards backdrop, PA and Awards stands from SONC office and takes to venue
8:00AM		Venue Team arrives to begin set up
8:15AM		Test equipment (laptop, printer, PA, boom box - power available or working batteries, if needed)
8:30AM		Ensure all venue signage is placed to easily identify key locations (volunteer check-in, medical, Head Coach check-in, etc)
8:35AM		Finish set up of key locations with tables, chairs, etc
8:45AM		Ensure Volunteer Check-in is ready to greet first volunteers
8:45AM		Check-in assistants arrive
9:00AM		Volunteer check-in begins
9:00AM		Competition volunteers arrive
9:15AM		Volunteer training begins in Game Room
10:00AM		Awards Assistants arrive at venue
10:00AM		Warm-ups begin
10:30AM		Competition begins
11:30AM		Lunch is delivered to the venue
12:00PM		Lunch is available
12:30PM		Competition ends
1:00PM		Awards begin
2:00PM		Competition and awards conclude
2:30PM		SONC equipment is packed and loaded into designated vehicle
2:45PM		Begin packing periphery items (clean up lunch area, dispose of cardboard in recycling, trash in dumpsters, etc)
3:00PM		Send 2 volunteers out to pick up directional signage
3:00PM		Venue Manager does final walk through of the facility
4:00PM		Equipment returned to SONC warehouse and unloaded