

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?**

1:00PM      Power Team                      Equipment loaded at warehouse

4:00PM      Power Team                      Equipment delivered to venue and inventoried by team

Sat, 06/04/22

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

6:30AM                      Directional signage put out

7:00AM                      Venue Team arrives to begin set up

7:15AM                      Test equipment (laptop, printer, PA, boom box - power available or working batteries, if needed)

7:30AM                      Ensure all venue signage is placed to easily identify key locations (volunteer check-in, medical, Head Coach check-in, etc)

7:35AM                      Finish set up of key locations with tables, chairs, etc

7:45AM                      Volunteer check-in assistants arrive

7:45AM                      Ensure Volunteer Check-in is ready to greet first volunteers

8:00AM                      Volunteer check-in begins

8:15AM                      Volunteer training begins

9:00AM                      Warm-up begins for doubles

9:30AM                      Competition begins

10:00AM                      Set up lunch distribution area

10:00AM                      Souvenir sales begin at info services

10:00AM      Civitans - Garner                      Arrive at venue to with lunches

10:30AM                      Waters for lunches are delivered to the venue

11:00AM                      Lunch available

12:00PM                      Competition ends

1:00PM Souvenir sales end - pack up souvenirs and delivery to Talley Student Center

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5:00PM Competition Team redvisions at SONC

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Sun, 06/05/22

**When?**

**Who?**

**What?**

7:00AM Venue Team arrives to begin set up

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7:15AM Test equipment (laptop, printer, PA, boom box - power available or working batteries, if needed)

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7:30AM Ensure all venue signage is placed to easily identify key locations (volunteer check-in, medical, Head Coach check-in, etc)

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7:35AM Finish set up of key locations with tables, chairs, etc

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7:45AM Ensure Volunteer Check-in is ready to greet first volunteers

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7:45AM Check-in assistants arrive

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8:00AM Volunteer check-in begins

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8:00AM Competition volunteers arrive

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8:15AM Volunteer training begins

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9:00AM Awards Assistants arrive at venue

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9:00AM Warm-ups for doubles competition begins

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9:30AM Competition for teams begins

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10:00AM Warm-up begins for doubles comptition

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10:30AM Lunch is delivered to the venue

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10:30AM Competition for doubles begins

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11:00AM Lunch is available

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11:00AM Competition for teams ends

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11:00AM Awards for teams begin

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12:00PM Awards for doubles competition begins

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12:00PM Competition for doubles ends

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12:30PM Send 2 volunteers out to pick up directional signage

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12:45PM Begin packing periphery items (clean up lunch area, dispose of cardboard in recycling, trash in dumpsters, etc)

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1:00PM Competition and awards end

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- 1:45PM SONC equipment is packed up as neatly as possible and packed into designated vehicle

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  - 2:30PM Venue Manager does final walk through of the facility

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  - 3:00PM Equipment returned to SONC warehouse and unloaded

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