

Thu, 11/03/22

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

7:00PM Coaches Meeting via webinar

Wed, 11/09/22

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

5:00PM Box truck with equipment is dropped off at Chestnut Square Park

Thu, 11/10/22

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

8:00AM Venue Manager and Logistics Manager arrives to prepare with SONC Staff for set-up

8:00AM Venue Team arrives to prepare for venue set-up

8:15AM Test equipment (batteries working, bullhorn functional, PA working, stopwatches live, etc.)

9:00AM Officials Training

10:00AM Power Team Power Team arrives for venue set-up

10:00AM Thomas Equipment & Par delivers equipment (tables and chairs)

10:00AM Transportation Manager puts out directional signage at major intersections to direct traffic (use provided h-stands - place signs 50 feet prior to intersection on right hand side of road)

10:05AM Inventory equipment (use SONC checklist, confirm what facility is providing, any vendor deliveries),

10:10AM Venue team begins setup of facility

10:10AM Setup competition areas

10:15AM Place venue signage (put welcome banner out with stakes by main entrance, place athlete check-in, lunch, competition signs, awards area, medical - please don't use tape that will damage walls, no tape on front of signs, put signs up high

10:15AM Make sure volunteer area is ready for power team check-in

11:00AM Delivers port-a-johns (arrangements made through Indian Trail P&R)

11:00AM Lunches delivered for Power Team & GMT

4:00PM Power Team Departs venue

Fri, 11/11/22

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

7:00AM		Venue team arrives to prepare for the day
7:30AM		Ensure volunteer check-in area is ready to greet first volunteer (volunteer check-in sign, sponsor grids on table, check-in sheet, list of volunteers, T-shirts laid out by size for easy distribution, tickets for lunches)
7:45AM		Volunteer check-in begins
7:45AM	Power Team	Power team volunteers arrive
8:00AM		Officials check-in
8:00AM		Medical volunteer arrives
8:00AM		Volunteer check-in assistant arrives
8:15AM		Competition Volunteers check-in
8:30AM		Competition volunteer training begins on Court 12
9:00AM		Doubles and Team competition begins
10:00AM		Begin setting up lunch areas
10:30AM		Lunches delivered to the venue
11:00AM		Lunch available to registered delegation members, volunteers & GMT
11:00AM		Awards assistants arrives
12:00PM		Awards start
12:30PM	Power Team	2nd shift Power Team arrives at venue
1:00PM	Power Team	1st shift Power Team departs venue
2:00PM		Lunch distribution ends
4:00PM		Competition and awards end
4:30PM	Power Team	Power Team departs venue

Sat, 11/12/22

When? Who? What?

8:00AM		Venue team arrives
8:15AM		Put all awards materials in appropriate area for awards team
8:30AM		Ensure Volunteer Check-in is ready
8:45AM	Power Team	Power Team arrives
8:45AM		Volunteer check-in begins

8:45AM		Volunteer check-in assistant arrives
9:00AM		Competition volunteer check-in
9:00AM		Medical volunteer arrives
9:15AM		Volunteer training begins on Court 12
10:00AM		Singles competition begins
10:30AM		Lunch delivered to the venue
11:00AM		Awards assistants arrives
12:00PM		Awards start
1:00PM	Power Team	1st shift Power Team departs venue
1:15PM	Power Team	2nd shift Power Team arrives at venue and prepares for venue teardown
3:00PM		Competition ends
3:30PM		Competition and Awards end
3:30PM		Start breaking down venue and packing equipment onto box truck
6:00PM		Venue manager does final walk through of venue
6:30PM	Power Team	Power Team leaves

Mon, 11/14/22

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

8:00AM	Thomas Equipment & Par	picks up all equipment (tables and chairs)
10:00AM		Port-a-johns picked up