

Thu, 11/03/22

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

6:00PM Coaches Meeting via webinar

Thu, 11/10/22

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

4:00PM SONC equipment delivered

4:05PM Inventory equipment (use SONC checklist, confirm what facility is providing, any vendor deliveries), set up venue as much as possible

4:30PM Test equipment (batteries working, bullhorn functional, PA working, stopwatches live, etc.)

Fri, 11/11/22

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

6:45AM Put out directional signage

7:00AM Set up tables and chairs in appropriate places

7:00AM Venue Team Arrives

7:10AM Set medical kit and paperwork with medical sign in a visible location

7:15AM 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)

7:15AM Volunteer Check-In assistant arrives

7:15AM Power Team Arrives to help set up venue

7:25AM 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)

7:30AM Medical and Competition volunteers check-in

7:45AM Volunteer training

7:45AM Local programs start arriving (it is OK to have them wait if athlete check-in is not set up yet)

7:45AM Confirm that all volunteers have arrived and critical needs are filled

8:20AM Warm Ups Begin

8:20AM Ensure volunteers are in place for competition to begin

8:30AM Concessions Open

8:30AM		Preliminary competition begins
10:00AM		Set up lunch area (lunch sign, tables, chairs, tablecloths, lunch checklist, distribution area and plan)
10:00AM		Souvenir sales begin
10:45AM		Lunch delivered. Confirm that enough have been received for all athletes, coaches, volunteers
11:00AM		Begin lunch distribution for all athletes, coaches/chaperones, all-day volunteers
12:00PM		Souvenir sales end
12:00PM	Power Team	Packs up souvenirs and delivers to Butler HS
12:00PM		Preliminary competition ends
12:00PM		Lunch ends
12:30PM		Take down all equipment and put in storage room
1:00PM		Venue team departs
1:00PM	Power Team	Departs venue

Sat, 11/12/22

<u>When?</u>	<u>Who?</u>	<u>What?</u>
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7:00AM		Venue team arrives to prepare for the day
7:15AM		Volunteer Check-In assistant arrives
7:15AM		Set up tables and chairs - move tables from Party Room 1 that would be in the way of awards
7:25AM		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)
7:30AM		Medical and Competition volunteers check-in
7:30AM		Awards volunteers arrive
7:30AM		Set medical kit and paperwork with medical sign in a visible location
7:35AM		Put all awards materials in appropriate area for awards team
7:45AM		Volunteer training
7:45AM		Ensure medical personnel have arrived
7:50AM		Awards materials are double checked and prepared (accurate # of medals and ribbons, labels, script, music, CD player, PA)
8:05AM		Confirm that all volunteers have arrived and critical needs are filled

<input type="checkbox"/> 8:15AM	50M warm up begins	
<input type="checkbox"/> 8:30AM	Concessions Open	
<input type="checkbox"/> 8:30AM	Competition begins	
<input type="checkbox"/> 9:30AM	Set up lunch area (lunch sign, tables, chairs, tablecloths, lunch checklist, distribution area and plan)	
<input type="checkbox"/> 10:00AM	Lunch delivered. Confirm that enough have been received for all athletes, coaches, volunteers	
<input type="checkbox"/> 11:00AM	Lunches available	
<input type="checkbox"/> 11:30AM	Call Julianna to have equipment picked up	
<input type="checkbox"/> 12:00PM	Lunch ends	
<input type="checkbox"/> 12:30PM	Competition and awards end	
<input type="checkbox"/> 1:00PM	Venue manager does final walk through	
<input type="checkbox"/> 1:00PM	Power Team	Departs venue
