

# Logistics Schedule

## SONC Fall Tournament

## Hornet's Nest Park (Tennis Courts)

Thu, 11/03/22

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

7:00PM    Court play Coaches Meeting via webinar

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Thu, 11/10/22

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

1:00PM      United Site Services, Inc -      Port-a-johns delivered and placed according to venue layout

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1:00PM      Carolina Golf Cars                      Delivers golf carts

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1:00PM      SONC    Arrives at facility and stages equipment for setup

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1:00PM      Thomas Equipment & Par      Delivers tables & chairs

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1:00PM    Venue Team arrives for setup

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1:30PM      Power Team                                      Power team arrives to assist with venue setup

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1:35PM    Inventory equipment (use SONC checklist, confirm what facility is providing, any vendor deliveries), set up venue as much as possible

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1:45PM    Test equipment (batteries working, bullhorn functional, PA working, stopwatches live, etc.)

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4:00PM      Power Team                                      Power Team departs after set up is finished

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Fri, 11/11/22

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

6:30AM    Venue Team arrives to complete set-up

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6:35AM    Venue Team picks-up radios

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6:45AM    Transportation managers place 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)

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7:00AM      Power Team                                      Arrives to complete set-up

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7:05AM    Place venue signage according to the layout

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7:15AM    Set up competition areas (balls, signs and additional equipment including tables, chairs, water coolers, etc.)

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7:30AM    Set medical kit and paperwork with medical sign in a visible location

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7:45AM    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)

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7:45AM    Volunteer check-in assistant arrives

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8:00AM		Skills volunteers arrive
8:00AM		Competition volunteers check-in
8:00AM		Put all awards materials in appropriate area for awards team
8:15AM		Skills volunteer training on Court 1
8:15AM		Awards materials are double checked and prepared (accurate # of medals and ribbons, labels, script, music, CD player, PA)
8:15AM		Ensure medical personnel have arrived
8:20AM		Competition volunteer training begins on Court 5
8:30AM		General volunteer training begins at volunteer check in tent
8:30AM		Confirm that all volunteers have arrived and critical needs are filled
8:45AM		Ensure volunteers are in place for competition to begin
9:00AM		Short Court Singles & Full Court Doubles competition begins
9:00AM		Tennis Skills preliminary competition begins
9:00AM		Awards assistants arrive
10:30AM		Lunch delivered to venue. Confirm that enough have been received for all athletes, coaches, volunteers
11:00AM		First awards ceremony
11:00AM	Power Team	2nd shift power team arrives
11:00AM		Tennis Skills preliminary competition ends
11:00AM		Lunches made available to delegations and volunteers
12:00PM		Tennis Skills final competition round begins
12:00PM		Presentation of Robb Williams Tennis Sportsmanship award during awards ceremony
1:00PM	Power Team	1st shift Power Team departs venue
1:00PM		Lunch service ends
2:00PM		Tennis Skills final round competition ends
2:30PM		Tennis skills competition and awards end
4:30PM		Store electronics and other necessary equipment inside secured area for use in the morning
5:00PM		Competition and Awards end
5:30PM	Power Team	departs venue

Sat, 11/12/22

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

7:00AM	United Site Services, Inc -	Services port-a-johns
7:00AM		Venue team arrives to prepare for day
7:30AM	Power Team	1st shift power team arrives
7:45AM		Set out equipment stored inside (PA, sound system, awards, etc)
7:45AM		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)
8:00AM		Competition volunteers check-in
8:00AM		Ensure all competition equipment is out and ready
8:00AM		Venue assistants arrive
8:15AM		Ensure medical personnel have arrived
8:20AM		Competition volunteer training begins on Court 5
8:20AM		Awards materials are double checked and prepared (accurate # of medals and ribbons, labels, script, music, CD player, PA)
8:30AM		General volunteer training begins at volunteer check in tent
8:30AM		Confirm that all volunteers have arrived and critical needs are filled
8:45AM		Ensure volunteers are in place for competition to begin
9:00AM		Short Court Doubles & Full Court Singles competition begins
9:00AM		Awards assistants arrive
10:30AM		Lunches are delivered. Confirm that enough have been received for all athletes, coaches, volunteers
11:00AM		Lunches made available to delegations and volunteers
11:00AM		First awards ceremony
1:00PM		Lunch service ends
1:00PM	Power Team	1st shift Power Team departs venue
1:30PM	Power Team	Power Team Arrives to assist with venue teardown
3:30PM		Directional signs taken in
4:00PM		Break down the venue and pack up all SONC equipment inventorying as you go (so we don't swipe something belonging to the facility!)

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|---------------------------------|--|---------------|
| <input type="checkbox"/> 4:00PM | Competition & Awards end   |               |
| <input type="checkbox"/> 5:00PM | Venue Manager does final walk through to ensure all equipment is picked up/venue clean |               |
| <input type="checkbox"/> 5:30PM | Power Team   | Departs venue |
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Mon, 11/14/22

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

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|----------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 10:00AM | United Site Services, Inc - | Port-a-johns picked up      |
| <input type="checkbox"/> 10:00AM | Carolina Golf Cars          | Picks-up golf carts         |
| <input type="checkbox"/> 10:00AM | Thomas Equipment & Par      | Tables and chairs picked up |
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