

Home Meet Setup Checklist

Friday Night:

- Move lounge chairs and tables to baby pool area. Put lounge chairs along fence for visiting team. Setup lounge chairs for spectators, using only the flat ones.
 - Setup up lounge chairs and upright chairs for spectators, officials, visiting team area.
 - Get canopies (Sat only), and coaches' chairs from shed and place on deck (do not open).
 - Get umbrellas for timers from shed, place in tubes using ladder (do not open) (Sat only).
 - Rotate umbrellas by baby pool
 - Put one canopy upstairs on the deck for the announcer
 - Setup Clerk of Course benches in the picnic area.
 - Remove basketball backboard
 - Put PA system in the clubhouse (from the closet)
 - Take tables out of closet for concessions (2x short, 2x long) , announcers (1 long), table workers (4x short)
-

Saturday morning:

- First thing: If water level is low, turn on faucet near diving board
- Remove ladders from lanes 1 and 6 (need ½" socket wrench if not already loose)
- Put in the lane lines
- Plugs for Skimmer inlets
- Put up backstroke flags (from deck shed)
- Hang time displays at each lane
- Hang lane numbers. Lane 1 is the far end, by the team area.
- Food Area Set up (for Mondays, set up grill in corner)
- Open up canopies – 2 white ones over Clerk of Course, 3 blue over coaches and officials, the rest over guests and spectators
- Setup PA system
- Setup Colorado starters

Friday setup starts at 8:45, Saturday morning at 7:00. For Monday meets, setup starts at 4:00.