

**Set Up:**

**5PM Teams are in charge of setting up. Captains to coordinate arrival time(recommend 4:15-4:30).**

**Equipment:**

- Scoreboard – Joasis will bring each week
- Power Strip – Grenny will bring each week
- Banners – Grenny will bring each week
- Pucks – Grenny will bring each week
- Referee Equipment – Grenny will bring each week
- Push Broom – Locked to nets
- Squeegee – Locked to nets
- Dust Pan – Locked to nets
- Trash Can(already there)
- Score Sheets – Grenny will bring each week
- Nets/Keys – Captains should have keys

**Set Up Procedure:**

1. Place Nets at each end
2. Squeegee Rink(If Necessary)
3. Sweep the Rink
4. Hang Banners – Two banners one behind each net
5. Turn on Breakers – Breaker panel underneath scoreboard
6. Plug in Power Strip and Scoreboard – Plug is attached to scorers table
7. Set Up Scoreboard – (15 Minute Periods, 0 – 0 Score, Period 1)
8. Place Referee Equipment set on Scorer's Table
9. Place Pucks on Scorer's Table
10. Set Up Trash Cans(Behind Scorer's Table)

**Break Down:**

**Break Down Procedure is responsibility of the 8PM Teams.**

1. Put nets away and lock them
2. Remove Banners, fold and place in Equipment Bag. Place Bag on scorer's table.
3. Put all trash in trash can
4. Unplug Scoreboard and place in Box on scorer's table
5. Unplug Power Strip and place in equipment bag
6. Turn off breakers – breaker panel underneath scoreboard
7. Place used pucks in puck bag