



SET-UP PROCEDURE

CLUBHOUSE

- Move bar tables & stools onto Clubhouse balcony.
- Place two small tables on balcony near canteen window for salads & sauces.
- Unlock the men's & women's toilets outside back of Clubhouse.
- Ensure there is toilet paper and soap in both the inside and outside toilets, plus paper towel in dispensers inside (spare supplies kept in Canteen Storeroom).
- Hang 3 x sponsor's banners on the balcony railing (these are stored in labelled cabinet inside the Clubhouse).
- Line the canteen bins with garbage bags.
- Place 2 x small bins lined with garbage bags and 2 x recycling bins on club balcony under the associated signs on wall.

GROUNDS

- Place traffic cones and 'No Stopping' signs along the garden side of the driveway, from the front carpark to the back carpark (these are kept in the women's toilet outside near the gate).
- Place 'No Alcohol Past This Point' sandwich boards near both zebra crossings on the club side of driveway.
- Place 1 x small bin lined with a garbage bag and 1 x recycling bin at the bottom of the ramp to the field, plus 2 x red-lid council bins further along retaining walls to the left and right.
- Unlock change rooms near gear shed & ensure toilets have paper (spare supplies kept in Canteen Storeroom).
- Set up playing fields by following instructions and diagrams on the wall in gear shed.

All keys needed are in the Clubhouse lock box.