

### Pool Set Up Checklist

**To be completed prior to start of home meet**

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| <b>Pool area</b>   |  |
| Risers for Colorado & Computer table / risers ordered thru Renee from Rec Dept     |  |
| 1 Long table & 2 short tables on risers / tables from hallway storage              |  |
| Computer - Colorado - 2 Printers - Sound system - DQ area on tables                |  |
| 5-6 chairs on risers   |  |
| Steps to risers  |  |
| Officials stand in water at lane 8 / Stand in storage room behind dive board       |  |
| Lifeguard chair removed by starter   |  |
| Starter stand at corner of lane 1  |  |
| Touch pad cord fastened to starter blocks  |  |
| Chairs and benches on pool / balcony / 2 @ each lane.                              |  |
| Staging area / 4 sets of 8 chairs behind dive board                                |  |
| Lanes 1& 8 lane lines added  |  |
| Speakers and speaker wires set up / 3rd speaker at SW corner of pool               |  |
| Extension cords for computer table   |  |
| Small event board cable ran to gym   |  |
| Starter charging / Officials radios charging                                       |  |
| Touch pads moved to pool area  |  |
| Ropes around pool perimeter / East side / North side                               |  |
| <b>Lobby / Gym / Concessions</b>   |  |
| Admissions / Volunteer tables (2) Tables in hallway storage / 4 chairs             |  |
| Signs indicating concessions / gym area  |  |
| All equipment from upstairs storage area taken to concession area                  |  |
| Concessions set up: White tables from school lobby -Nesco's - Slushie - Coolers... |  |
| Roll out tables for dining. Tables in hallway storage                              |  |
| 4-6 tables for awards - vendors. White tables from school lobby                    |  |
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