

TAKE DOWN VOLUNTEER DUTIES

IMMEDIATELY UPON CLOSING: 5 PM SUNDAY, NOVEMBER 6, 2022

SIGN IN (BEFORE 5)

CLOSE ALL DOORS AND MAKE SURE ALL GUESTS HAVE EXITED

MONITOR GIVES OUT NUMBERS TO EVERYONE IN LINE

SET UP SIGN OUT TABLES

BRING IN STORAGE CONTAINERS

BRING TURN DOWN QUILTS TO BOUTIQUE

TALL LADDERS OUT TO KRIEBEL HALL, LAY PLASTIC BAGS ON FLOOR: TEAMS TAKE DOWN HALL QUILTS AND BRING IN TO RAFFLE TABLE

TAKE DOWN SOLD PIECES (THEY HAVE A COLORED DOT OVER THE PRICE) AND BRING THEM TO A DESIGNATED FRONT TABLE—CHECK BEHIND QUILT FOR ANY SPECIAL INSTRUCTIONS BEFORE REMOVING (ESP PAT KROTH PIECES)

DESIGNATED VOLUNTEERS (2) ACCOMPANY GUESTS WHO HAVE PURCHASED PIECES TO CHECK-OUT TABLE.

LAY PLASTIC BAGS ON FLOOR BENEATH EACH REMAINING PIECE

NEXT STEPS.

CHECK BEHIND EACH QUILT ON WALLS FOR SPECIAL INSTRUCTIONS (ESP PAT KROTH PIECES)

TAKE DOWN QUILTS: PUT QUILTS ON PLASTIC BAGS ON FLOOR WITH TAGS UP.

WHEN ALL QUILTS ARE DOWN, DESIGNATED VOLUNTEERS REPORT TO CHECKOUT TABLE AS ESCORTS TO ACCOMPANY MEMBERS TO PICK-UP/SIGN OUT. REMAINING VOLUNTEERS CONTINUE TO CLEAR WALLS AND EQUIPMENT.

We are using Command Strips. Command Strips are designed to come off the wall without any damage. Please take your time and remove the Strips VERY GENTLY pulling up or down from tab, not towards you.

REMOVE ALL SIGNAGE FROM WALLS. POLES/SLATS AND WIRE HANGERS TO DESIGNATED AREAS.

REMOVE TABLECLOTHS FROM TABLES AND PLACE ON GARDEN'S HANGERS. PUT TABLE CLIPS IN DESIGNATED BOX.

TAKE DESIGNATED STORAGE BINS TO STEERING COMMITTEE CARS AND LOAD CARS **OR** TAKE BINS TO STAGING AREA FOR MONDAY MORNING PICKUP BY MOVERS.

WHEN ALL THE ABOVE IS COMPLETED VOLUNTEERS CHECK OUT THEIR QUILTS. PLEASE NOTE: TAKEDOWN VOLUNTEERS STAY UNTIL ALL TAKEDOWN DUTIES ARE COMPLETED. NO EARLY CHECKOUT.

THANK YOU FOR ANOTHER GREAT SHOW, EVERYONE!!