**DERRYFIELD NERVA SET UP AND BREAKDOWN CHECKLIST**

**SET UP**

* Bleachers
  + Court 1- bleachers are permanently set up
  + Court 2- move only 1 set of bleachers (second set is for Court 3 basketball) to middle of back wall for spectators.
  + SPECTATOR SHOULD BE BRINGING THEIR OWN CHAIRS and can line them against the padded walls.
* TD Table
  + Set up folding table in between COURT 1 and COURT 2 against the padded wall (opposite wall of the doors to enter the gym)
* Scoring Tables
  + Court 1- Roll out the Derryfield basketball scoring table
    - Put out 4 chairs for work team
    - Plug in the scoreboard
    - Put out (3) pencils for work team
    - Put out laminated score tip sheet
    - Put out 2 lineup sheets for first match
    - Put out a score sheet for first match
    - Put out a Libero Tracking sheet for first match
    - Pick out game ball from GSVC balls and leave on table
  + Court 2- Set up a folding table
    - Put out 4 chairs for work team
    - Plug in portable score board
    - Put out (3) pencils for work team
    - Put out laminated score tip sheet
    - Put out 2 lineup sheets for first match
    - Put out a score sheet for first match
    - Put out a Libero Tracking sheet for first match
    - Pick out game ball from GSVC balls and leave on table
* Team Bench
  + Court 1- Set up 7 chairs for each team bench (total of 14)
  + Court 2- Set up 7 chairs for each team bench (total of 14)
* Trash barrels
  + Make sure that there is at least one trash barrel on each court.
* Bathrooms
  + Walk through bathrooms to make sure that there are enough products (TP, paper towels, soap, etc.). If you need more of something, let rental assistant know immediately.

**BREAKDOWN**

* Bleachers
  + Court 1
    - Walk through bleachers and pick up any trash or lost items.
  + Court 2
    - Return bleacher to location it was prior to the tournament start.
    - Clean up any left-over trash or lost items.
* TD Table
  + Breakdown TD folding table – PATCH/REDDICK borrowed table will need to go home with GSVC staff
  + Return chair to closet
* Scoring Tables
  + Clean up any trash from scoring tables
  + COURT 1- Roll score board into closet
  + COURT 2
    - PATCH/REDDICK Breakdown borrowed table will need to go home with GSVC staff
    - Return portable scoreboard to closet
  + Put chairs away in closet
  + Return laminated score sheets to TD.
* Volleyballs
  + Make sure any borrowed/used GSVC volleyballs are returned to the locked ball cart
* Team Bench
  + Put chairs away in closet
* Trash
  + Gym- Have players/parents/coaches walk through the gym picking up any trash or lost items and disposing of them properly.
  + Lobby- Have players/parents/coaches walk through the lobby picking up any trash or lost items and disposing of them properly.
  + Bathrooms- Have players/parents/coaches walk through the bathrooms picking up any trash or lost items and disposing of them properly.
* Check in with Rental Assistant to make sure that everything is all set before exiting the building for the day.