**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.