

AWC SET UP AND TEAR DOWN TIPS

Here are some tips that help make these jobs easier for everyone.

The “To Do’s”:

- Do arrive at 4:00 pm for set-up at Macomb Community College Expo
- Do wear comfortable clothing, preferably in layers. Set-up and tear down is hard work. By dressing in layers this will help you not get over heated. You do not need to wear a red shirt for set up or tear down.
- Do wear comfortable shoes, preferably gym shoes or work boots that have good support and rubber bottoms. You will be on your feet quite a bit so the more comfortable your feet are the better you will feel.
- Do bring some sort of “work” glove to wear. Some (okay most) of the equipment is heavy and dusty. The equipment company we use does keep their equipment in pristine condition; but it can be dusty from the chalk. The other reason for wearing gloves is to keep your hands and nails from getting scratched, cut up or pinched.
- Do bring something to drink. I suggest you bring a water bottle that you can refill as needed. Nothing glass please!
- Please bring your “patience”. Setting up and tearing down is a systematic process. The equipment company we use has their way of doing things. We must comply. There may be times in which you may have to wait to do something. Please be patient. Our overall concern is the safety of the gymnasts. Nothing can be set up or torn down without the guidance of the gym supply team. They have been doing this quite successfully for years and while it may seem like a “waste of time” having to wait truly it is about safety.
- Please show up for your assigned shift allowing for sign in and parking. We want to begin promptly, the quicker we start the quicker we finish.
- Please make sure that you or whoever is working for you, checks in with the volunteer coordinator upon arrival and departure. If you do not, you will not receive credit for working the session.
- Please know that you will need to be there for the entire session or you will not receive credit. There will be plenty to do and we will need all hands to help. If you finish doing one job we will need you to start another so please be prepared to work.

The “Do NOT’s”:

- Please do not wear anything good or that you would be worried about getting dirty. Between setting up tables, mats, equipment, etc. it can get a bit dusty/dirty. I do not want anyone to possibly ruin a nice outfit and we cannot be responsible for any soiled or damaged clothing due to the set-up or tear down.
- Please do not wear shoes that you will not be able to work comfortably in. This is NOT the place for heels or shoes that do not offer comfort and support. You will be on your feet a lot and you should prepare for this.
- Please do not bring your children with you unless they are 16 and can assist. The environment will be busy and we cannot be responsible nor do we have babysitting services for children under 16.
- Please limit your time on your phone. While we are all very busy we need everyone’s full cooperation and attention. There will be plenty of time for you to take calls (or make them) in between. We just ask that you be cognizant of other people’s time. No one wants to be there longer than needed.
- Please do not contact us about switching your shift. Once you are assigned that is it. If you have any questions please contact Tiffanie Holt 541-217-8178.
- Please DO NOT call the office at Olympia Gymnastics as they will not be able to assist you with questions.