

Take Down Day Guidelines

Safety is your mission!

1. Registering as a CSBL volunteer on a computer or smart phone is required before participating. See ChristmasStorybookLand.org and select Volunteer Registration left side of home page. If you wish to register at fairgrounds, arrive by 8:30 a.m.
2. If you're pre-register, arrive by 9:00 a.m., receive your name badge and get an assignment to a team or section.
3. Take Down Procedures:
 - a. Roll empty storage barrels to designated colored-coded scene.
 - b. Remove fences and fence stands from each scene and load in trailer.
 - c. FIRST pack & remove scenery from North side of pavilion in this order—RED, YELLOW, GREEN and load into designated color-coded trailers.
 - d. Begin tree removal ONLY after section scenery is completely removed. Remove all lights & wires from trees before dragging out to chipping area.
 - e. Then pack & remove scenery from sections in this color order: PURPLE, BROWN, ORANGE and BLUE.
 - f. Dismantle and remove history boards and sponsor boards.
 - g. Prep Santa house to roll.
 - h. Remove ceiling lights, wires and cables.
 - i. Remove skylight panels.
 - j. Hand sweep edges and corners of building. (Automated sweeper for main floor area)
4. Safety Procedures:
 - a. Wear winter work apparel and hard sole shoes—no open shoes.
 - b. Work gloves suggested.
 - c. Use hand trucks to move heavy or bulky items
 - d. Ask for help to lift or move large items.
 - e. No running allowed in work area.
 - f. Use proper size ladder with spotter and don't work from top step.
 - g. Use care when pulling apart electrical connections.
 - h. Do not block exits with barrels or equipment.
 - i. Do not block aisles with tripping hazards.
 - j. Do not use hand or power tools improperly.
 - k. Avoid use of cell phones inside building unless emergency.
 - l. Use care when removing scenes under overhead lights.
 - m. Hearing protection & safety glasses suggested & available.
 - n. Volunteers not allowed to feed tree chipper.
 - o. Ask section leader if unsure of proper safety procedure.

THANKS FOR VOLUNTEERING!

