

# Set Up Day Guidelines

## Safety is your mission!

1. Follow Scene Setup Procedures in this order:

### Identify your section leader. Refer all questions to section leader!

- a. Barrels/Scenery: Move scenery & labeled barrels to matching labeled scene spot.
  - b. Carpets: Lay carpets in scene if not already placed.
  - c. Canvass Backdrops: Check picture to see if scene requires, backdrop if not already placed.
  - d. Lights: Get lights from scene barrels. Verify that lights work before installation. Average size scene 3-4 light sets, large scenes 5-7 sets. 3 string limit per electrical plug-in. Plug in all lights.
  - e. Scene Setup: Use master picture to determine if all scenery is delivered and set up scene following the picture. Relate any scene change/improvement ideas to the section leader.
  - f. Fences & Connectors: Pick up matching fences and snowman or tree shaped fence connectors from back and install securely.
  - g. Wooden Sign Holders: Get wooden sign holder from barrel and place in scene.
  - h. Rope Lights: Get rope lights from electrical barrels. Twine them along the fence and plug in. Three strings per plug-in.
  - i. Scene Spotlights: Get from barrel, place appropriately in scene & plug in.
  - j. Clean Up: Pick up all baggies & trash, return tools to toolboxes, & roll barrels back to designated area.
  - k. Scene Approval: Get section leader to check your completed scene.
  - l. New Assignment: Ask Section Leader for new assignment.
2. Safety Procedures:
    - a. Wear winter work apparel, gloves, & hard sole shoes—no open shoes.
    - b. Avoid use of cell phones inside building unless emergency.
    - c. Use proper size ladder with spotter & never work from top step.
    - d. Use hand trucks to move heavy or bulky items.
    - e. Ask for help to lift or move large items.
    - f. Handle any foam displays with extreme care.
    - g. No running allowed in work area.
    - h. Keep exits clear of barrels or scenery.
    - i. Keep aisles clear of tripping hazards.

**Thanks for Volunteering!**

