

Take Down Day Guidelines

Safety is your mission!

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

1. Take Down Procedures:
 - a. Roll empty storage barrels to designated color-coded scene.
 - b. Remove rope lights and take to storage barrel.
 - c. Remove fences and fence stands from each scene and load in to designated trailer.
 - d. Pack spot light and wooden sign holder in to color-coded barrels.
 - e. Remove scene and pack gently into appropriate color-coded barrel.
 - f. Remove all lights from trees and place in barrels with the scene.
 - g. Secure barrel lid and using hand truck wheel scene barrel to the designated trailer.
 - h. Remove & roll up any canvass backdrop and take to designated area.
 - i. Fold up carpet and take to designated area.
 - j. Begin tree removal ONLY after **section scenery** is completely removed, and drag trees to the chipping area.

2. 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 care when pulling apart electrical connections.
 - g. Do not block exits with barrels or equipment.
 - h. Do not block aisles.
 - i. Use hand tools properly.
 - j. Avoid use of cell phones inside building unless emergency.
 - k. Ask section leader if unsure of proper safety procedure.

THANKS FOR VOLUNTEERING!

