

Task 9 – Pack Down Saturday Evening

All hands on deck to return the Domain to a pre festival state. Big Paramount marquees do not get taken down by us.

We need the ability to transport equipment off the domain to the containers in the back corner. We do not need more than 2 vehicles to do this. Equipment should be brought in as needed to be stacked into the containers so as to not handle twice.

Tasks

1. Take down Sponsors tents. Keep all equipment together.
2. Put away any sponsor equipment.
3. Stack plastic chairs into piles of 4 or 5 and fold up the folding chairs from the Kitchen Marquee and gazebos if any.
4. Take legs out of picnic tables. Legs go into sacks.
5. Fold up trestle tables.
6. Disassemble umbrellas, take the metal stakes out of the ground.
7. Take down gazebos and flys including those at the gate and wrist band stations. Ensure all pegs and ropes are included in bags for the gazebos.
8. Take down perimeter fence. Roll windbreak around first stack. Return, all stakes to area to the right of the shipping containers under the trees. Windbreak gets put in the right container last.
9. Uplift electric cables and roll onto cable drums. Do not drag power boxes across the ground. Make sure ground is flat and no big holes from trenching.
10. Order of the contents in the containers;
 - a. Right container;
 - i. Stacking chairs
 - ii. Round picnic table tops stacked on top of the stacking chairs
 - iii. Oblong picnic table tops stacked on top of the stacking chairs
 - iv. Picnic chairs on the left side of the container. Go as high as can reach.
 - v. Trestle tables get stacked onto the right side of the container.
 - vi. Picket fencing is stacked in front of picnic chairs on left side of container.
 - vii. Picnic table legs and windbreak for the fence is placed on top of front fences.
 - b. Left Container
 - i. Umbrellas are stacked in the top section of the shelving and in the boxes on the left middle section of the shelving at the end of the container. Bottom poles in the middle.
 - ii. Older Gazebos are stacked on the right middle section
 - iii. Plastic Glasses are stacked under the shelving.
 - iv. Newer gazebos, that are square get stacked on right side of the container in front of the shelving. Can go multiple high and out into middle of container. Only one stack towards the front.
 - v. White 6 x 3 gazebos stand in front of the gazebos on right side of container.
 - vi. Flys are kept on floor in front of signage.

- vii. Umbrella stakes are kept in plastic trough on right side of container
- viii. Power cable drums and power boxes are kept just inside the door on the left of the container.

11. Ensure all equipment is put away and grounds are tidy.

Equipment needed;

- 1. Hi Vis jackets (if possible, some can be provided)
- 2. Vehicle and Trailers / Van
- 3. Mallet
- 4. Hammer for dismantling the fence

Man Power;

- 1. 16-20 people, at least half to be adults

Duration;

Approx hours – 6.00 pm to finish

Donation

\$2,800