

1st shift 4p to 7p

Set up music room – Brent and Kevin

Set up meeting room – Heather

Set up beverages - Jimmy

MC open mic – Tori

Sound – Brent

Sign-up – Kevin

Beverage Sales/Green room monitor – Heather and Jimmy

Signage (white boards) – Kevin

Zoom set up - Kevin

Be a part of the audience – anyone available, if not too many people show up it is helpful to have at least 1 or 2 people just sitting in the audience for the performers.

2nd shift 6p to 8.15p

Greeters for the meeting – open (3 people)

Sound/record meeting – Brent

Load up music room – Kevin

Vacuum music room – open

Sweep and mop in beverage room and green room – open

Read How it works - open

Read Traditions - open

Pass the basket monitors - open

Closing shift 8.15p to 9p

Breakdown meeting room - open

Vacuum meeting room – open

Clean small kitchen area – open

Clean bathrooms – Kevin

Mop meeting room hallway and music room hallway - Kevin

Clean butt area – open

Load up the rest of the gear and signage – Kevin

Turn out the lights and lock the doors - Kevin