* **If you find that you cannot fulfill your duties, you should notify the Building Rental Coordinator as soon as possible so a new on-site manager can be assigned.**
* **Saturday full day or Saturday morning OSM will be responsible for Friday night setup.** You can either be there physically to supervise and/or help or you can appoint someone who has volunteered for that night as Lead to make sure everything gets done. You are still responsible for contacting the people who have signed up to help and letting them know what time to be there.
* **Sunday full day or Sunday afternoon OSM will be responsible for Sunday night takedown.** You can either be there physically to supervise and/or help or you can appoint someone who has volunteered for that night as Lead to make sure everything gets done. You are still responsible for contacting the people who have signed up to help and letting them know what time to be there.
* Check SignUp Genius to see if you need more setup or takedown volunteers.
* If you do need volunteers, send out email frequently prior to event requesting volunteers where needed (setup and/or takedown).
* The Saturday morning OSM or Sunday afternoon OSM must contact those who signed up electronically to remind them of when they're volunteering. SignUp Genius will automatically send a reminder email 5 days before the event to those that are signed up at that time.
* Check and see which rings have been rented, how you handle various steps below will be determined by which rings the club will have access to.
* Open and close the building each day.
* Be on hand at the building and provide onsite supervision during setup, the event, and clean up/setup depending on what you've signed up for.
* OSM can do indoor and/or outdoor grounds if they want otherwise OSM of that day (or each half-day) needs to find a volunteer(s) for the time they're there.
* Setup the evening before the event starts at 7pm (if they request an earlier time, you will need to check with ring rental to see if the time is available) You are responsible for coordinating this with the volunteers. **DO NOT START ANYTHING UNTIL THE TIME PEOPLE HAVE BEEN TOLD TO BE THERE.** We have had issues in the past with people showing up on time, having driven a long way, and have nothing to do.
* Setup before the event includes (not in any particular order):
	+ Collect trash and empty all trash containers, replace plastic liner bags in cans and set all trash bags outside in WAG’s waste receptacles.
	+ Vacuum turf (if possible).
	+ Depending on which rings they have rented:

 Move equipment out of the blue mat ring, put out of the way either outside the blue barriers, in the obedience ring or at the back of the blue mat ring if there will be room.

 For AKC, move crates in the agility rings to obedience ring under the windows.

 For UKI and CPE, move crates in the agility rings to the back wall by the white cabinet that's next to the turf ring.

 Set up practice jump in obedience ring (SE corner) using tall gates from blue mat ring.

 Put short gates up in blue mat ring towards the turf ring with openings for people to walk through.

 Put our club chairs along the above gates on the blue mats.

 Some clubs like crating space defined with aisles – talk to trial chair – they need to supply the ‘tape.’

* + Put tables out for sec’y and timer/scribe, see if club wants one or more tables for ribbons or miscellaneous.
	+ Put antistatic mat on timer/scribe table, give judge anti-static bracelet.
	+ Set up one set of electronic timers.
	+ Leave extra tables in lobby for lunching.
	+ They will set up kitchen how they want it.
	+ They will put out their own ribbons, although might need help.
* Indoor Grounds - During the event through end of each day:
	+ Clean and stock bathrooms.
	+ Empty trash containers setting the trash bags outside in WAG’s waste receptacles, replace plastic liner bags in cans.
* Outdoor Grounds - During the event through end of each day:
	+ Police the outside grounds and pick up any trash or dog waste.
	+ Empty poop cans.
* Clean up and setup after the event - Verify that the building is left in clean and satisfactory condition as follows:
	+ Collect trash and empty all trash containers, replace plastic liner bags in cans and set all trash bags outside in WAG’s waste receptacles.
	+ Vacuum turf and mat rings. Vacuum black matting and obedience ring where necessary.
	+ Clean the kitchen area.
	+ Put away any equipment they took out that is venue specific other than AKC.
	+ Build courses in both rings after event w/ maps provided by the Agility DOT.
	+ Clean up any dog feces and/or urine from any surface inside including equipment and tunnels.
	+ Return folding tables and chairs to their designated locations.
	+ Pick up all cones.
	+ Return the crates to original positions.
	+ Return the ring gates to the rings they came from - the gates with the GREEN tape are for the turf ring, BLUE tape are for the agility mat ring, NO tape are for the obedience ring.
	+ Put away odds and ends that were used during the trial (eg; anti-static items, judge's wheel, measuring equipment, etc.).
* If a free or discounted spot (for seminar) or entries (for trials) are provided for the on-site building manager, you will also need to be available as a worker for the event.
* On-site manager will earn $20 WAG bucks or 10 worker hours per day for their work.
* Indoor and Outdoor grounds people will earn $20 WAG bucks or 10 worker hours per day for their work.
* Indoor and Outdoor grounds jobs can be combined together (pay for both jobs). On-Site Manager may also do these jobs and will be compensated appropriately.
* People coming in for setup night before and setup/clean up after the trial will be $10 WAG bucks or 5 worker hours for the first hour, regular rate after that.
* Night prior to the trial workers will be limited to 8 people (not including on-site manager).
* Sunday night setup/cleanup workers will be limited to 8 people (not including the on-site manager).