

**MONSOON MADNESS-  
LOGISTICS COMMITTEE RESPONSIBILITIES**

**WEDNESDAY, JULY 9<sup>TH</sup> (8:00 AM- NOON)**

- Sweep Barn

**THURSDAY, JULY 10<sup>TH</sup> (7:30- 12:00 NOON)**

- Move EZ ups, & supplies to Barn B
- Set Up Sharpening Area
  1. Set up & cover tables
  2. string electric cords
  3. set up EZ up
  4. set up chairs
- Move tables to Macklin Bldg. Cover tables with cloths
- Set up lights, extension cords & fans in Barn B for Pricing/Grooming
- Set up & cover tables for Pricing/Grooming receiving
- Set up fencing for plant delivery as needed
- Assist with plant uploading and delivery to Barn B as needed.

**NOON THURSDAY**

- Take Down sharpening area tables, chairs, electric cords, etc. Store in Barn B for Saturday setup
- Remove any fencing placed for plant delivery

**AFTERNOON THURSDAY**

- Fill sandbags and deliver to setup area

**FRIDAY, July 11th (1:00-3:00 PM)**

- Unpack canopies and place in Barn B, ready for Saturday setup.
- Locate sandbags, and tie-down cords, make sure number needed for canopies are nearby and ready for Saturday setup.
- Set up fencing
- Move tables from Extension Office to Macklin Bldg, put cloths on tables to be moved to sale area.

- Put out garbage cans & containers

### **SATURDAY, July 12<sup>th</sup> (5:30- 6:00 AM)**

- Put volunteer instructions on white board
- Put up canopies – from Barn B
- Attach canopy weights or sandbags with tie ropes
- Move tables, chairs, extension cords, lights, sandwich board, water jugs/cups & banners to their locations
- Put up signs at Entrance(2), Exit, handicapped parking, sharpening, & assist with other signs & banners (holding, cashier, sharpening, etc)
- After 6:00 AM, assist with moving plants to sale area

### **POST SALE TEARDOWN**

- Dump sand from sandbags in rodeo area
- Pack canopies, weights & fence place in storage container
- Take down signs/banners
- Clean & put away tables, chairs & supplies
- Transport classroom tables to Extension Office
- Place any excess supplies, equipment in Barn B for Monday cleanup

### **MONDAY, July 14<sup>th</sup> (8:00-11:00 AM)**

- Transport tables & supplies to storage container
- Remove trash cans, dispose of trash
- Make sure any unclaimed items are identified and stored behind storage container or in Extension Office
- Sweep Barn B
- Lock Barn B/Macklin Building