

Cleaning Instructions: Take Down Signs and Tables

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

Take Down Signs:

- Carefully take down all the signs on the walls, doors, and in the atrium/courtyard and group them together. **The only signs you don't remove are the signs with the room names and room schedules.** Make sure the signs don't rip when you take them down. Gently remove the tape so they don't rip. Put them in boxes in the entrance area.
- Go into the atrium/courtyard, go south to the entrance of the courtyard, turn right and between here and the Sheldon Turf Field (the Soccer/Football field), take down all of the signs that lead people to the Turf Field. Gently remove the tape. In the turf field, clean up any garbage left on the field, on and under the bleachers by putting the garbage in the trash cans at the field. When you return to the entrance area, put the signs in a box in the entrance area of the festival.
- Go outside again and go to the main entrance to the Sheldon High School parking lot (the one with the stop signs) and remove the sign and frame for the Eugene Irish Cultural Festival. Go to the intersection between Coburg Road and Willakenzie and remove the sign(s) and frame(s) at that intersection. Go to the intersection of Willakenzie and Cal Young and remove the sign and frame from that intersection. When you return to the festival entrance, put these signs next to a box in the entrance area of the festival.

Take Down Tables:

- In the hallway, if any of the vendor/entrance tables are no longer being used, take them down (fold the legs) and put them on the table carts. If the final concert is still performing, please do this very quietly. The table carts may be in the Cafeteria or a hallway. If you can't find the table carts, contact Peggy Hinsman or Nancy Anderson. If a table is not being used, but items are still on them, put the items in the box under or behind that table and remove the table.

Thanks for volunteering!

Cleaning Instructions: Clean and Reset The Green Room, Instrument Check-in Room, Auditorium and Cafeteria West to Their Original State

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Green Room:

- In the Green Room, take down the Green Room sign outside the room, pack up all of the food, drinks, paper plates, cups & utensils. Food and drink that should be refrigerated, put them in the cooler(s). Put the sign, food that doesn't need to be chilled, paper plates, utensils etc. in bags/boxes. Take the bag/boxes up to the entrance area. If the table is collapsible and looks like one of the vendor tables, take it down, flatten the legs and put it on a table cart. Clean up/recycle any garbage left on the floor or counters.

Instrument Check-in Room:

- In the Instrument Check-in Room, **after 6:15 pm**, take down the room sign outside the room, put the sign and all of the items on the table in the box under the table. Take the sign and box up to the entrance area. If the table is collapsible and looks like one of the vendor tables, take it down, flatten the legs and put it on a table cart. Clean up/recycle any garbage left on the floor or table.

Auditorium:

- After the final concert is over, remove the Auditorium and Schedule sign from the doors/wall outside the auditorium. Enter the Auditorium and under the table with the feedback sheets, put the signs and feedback sheets, pencils and basket in the box. On the stage, remove the KVAL banner, roll it up and put it in the box. Take this box to the front entry area.

Cafeteria West:

- In the Family Activities Area (Cafeteria West), if all of the items from each table are not in their box, put the items in the box, including the signs on the table. Take the boxes to the festival entrance area.
- On the west side of the cafeteria, take down all of the tables and put them on the table carts. Clean up/recycle any garbage left on the floor. Use the wide dusting sweeper to sweep the floor. When you are finished sweeping the floor of the west side of the cafeteria, start putting the tables on the floor with chairs. Fill this side with 50% of the tables and chairs.

Thanks for volunteering!