



GROUND AND CLUBROOMS SET-UP CHECKLIST

| Activity | Location |
|--|-----------------------------|
| 1. Set up Sponsors signs: <ul style="list-style-type: none"> Major sponsors big signs in front of clubrooms on grass near memorial. Smaller signs on oval side: (1) near scoreboard, (2) near BBQ, and (3) in front of steps / behind home team coaches box. | Property Shed |
| 2. Set up BBQ area under verandah outside Kingsley Annexe Room: <ul style="list-style-type: none"> Rollout BBQ and Gas Bottle (check gas bottle not empty). Place 3 x tables in L shape (2 long tables + 1 square table) | Property Shed / Chair Store |
| 3. Put out KJFC flags (can be found in a clear tub): <ul style="list-style-type: none"> 1 x flag horizontally at front entrance. 3 x flags on wall hooks behind BBQ area. 2 x flags to canteen to cover beer fridge (see Canteen Manager) | Storeroom |
| 4. Attach goal post padding to both main oval and South oval | Property Shed |
| 5. Install Modifieds goal posts as per line markings | Goalpost Cage |
| 6. Put out mats and foot scrapers – Front door, and both oval side entrances. Foot scrapers on oval side entrances | Chair Store |
| 7. Put out rubbish bins (found stacked inside main hall) and liners (on the shelves in the storeroom). 2 outside canteen entrance from oval side. 1 around BBQ. 2 near canteen counter. | Storeroom |
| 8. Seating Set out a row of chairs along the window on the oval side of the clubrooms. Use chair lifter to avoid injury. | Chair Store |
| 9. Team Pigeon Holes / Weekly Reporting Box Put out tables x 2, and place team pigeon holes on top inside the main hall under the hall dividers. Weekly reporting Box (Silver Locked box) to also be placed on tables. | Chair Store / Storeroom |
| 10. Set-up siren. Siren and power cords in a box in the storeroom. Need to be set-up from power outlet near BBQ. Keep out of weather. Place control box on table and siren on hooks facing oval. | Storeroom |
| 11. Conduct ground / facility safety check JLT insurance Ground Checklist needs to be completed. Forms are available with the Pigeon holes. This is a 2 person task and includes checking the change rooms. Duty committee to co-sign form once check complete and place in Report Box. | Storeroom |

Once set-up is completed Duty Committee Member to lock the Property Shed.

**THANK YOU FOR YOUR HELP
PACK AWAY CHECKLIST – OTHER SIDE**



GROUND AND CLUBROOMS PACK AWAY CHECKLIST

| Activity | Location |
|---|---------------|
| 1. Pack away in Property Shed: Sponsors signs <ul style="list-style-type: none">• Major sponsors big signs in front of clubrooms on grass near memorial.• Smaller signs on oval side: (1) near scoreboard, (2) near BBQ, and (3) in front of steps / behind home team coaches box• BBQ and Gas Bottle from under verandah.• Goal post padding (main and south ovals). | Property Shed |
| 2. Pack away in Internal Storeroom: <ul style="list-style-type: none">• KJFC flags.• Siren and power cord | Storeroom |
| 3. Pack away in Chair Store: <ul style="list-style-type: none">• Chairs from outside.• Tables from BBQ area.• Mats and foot scrapers – after cleaning them | Chair Store |
| 4. Return BBQ utensils and sauces etc to Canteen | Canteen |
| 5. Clean rubbish bins and stack. Empty bins into the big bin at the front carpark (northern end) | Clubrooms |
| 6. Check and clean changerooms | Changerooms |
| 7. Sweep and vacuum clubrooms and foyer. | Clubrooms |

Once pack away is completed Duty Committee member to lock the Property Shed and Goalpost Cage.

THANK YOU FOR YOUR HELP

SET UP CHECKLIST – OTHER SIDE