



## Pop Up Tent / Tables / Banners Team Instructions

*See site schematic for details*

- **Step 1** - Two sets of 2 people will *retrieve tables from the Swope Center* and place them where needed corresponding with the schematic, enabling other volunteers to begin setup of their area of responsibility.
- **Step 2** – Four people will work together to set up all of the *pop up tents/ cabanas at the Finish Line*. Each tent will be labeled to correspond with the schematic.
  - The Pop up team is responsible for the **set up and break down** of all of the pop up tents. (before moving on to their “Ride” tasks)
- **Step 3** - Two sets of 2 people will hang *banners* to correspond with list. Strong volunteers and a post pounder will be used for this task. Velcro ties will adhere the banners to the sign posts.
- Once we're ready for **breakdown**, those teams will break away from their “Ride tasks” and efficiently and prudently take down the tents and pack them with care.
  - *Please include the breakdown of the 3 changing cabanas.*
- Please continue to follow the schedule for other tasks as assigned.

*Thank you for volunteering at the Buzzards Bay Watershed Ride!*