

## **Setup Instructions**

### **Setup Signs**

- Take a set of signs for each location (Art Room I, Art Room II, Auditorium, Band Room, Cafeteria, Choir Room, Little Theatre) and tape them to the walls with blue tape to direct people to the rooms, pointing the arrows in the correct direction.
- Put up the schedules outside each room (Auditorium, Band Room, Choir Room & Little Theatre).
- Put up signboards in the courtyard and out on the sidewalk near the road that passes in front of Sheldon High School.
- Put up street signs at the intersection of Coburg & Willakenzie, Willakenzie & Cal Young Rd, and on Willakenzie in front of Sheldon High School.

### **Setup Tables & Chairs in Entry & Vendor Area**

- Look at the layout page of the vendor area, put up the tables and chairs where needed and put the vendor name on each vendor table. For those vendors who don't need a table, use blue tape to tape the vendor name on the wall in their spot.
- In the entry area, look at the layout page of the tables in that area, put up table, chairs, signage, display T-Shirts behind the T-shirt table, and organize the needed items on each table.

### **Setup Rooms & Family Activities Area**

- Each room has a set of instructions on how to set up each room. Read through the instructions and do what is listed.
- For the Family Activities area, set up the tables according to the table & chairs layout diagram.
- Each table has a layout diagram... set up each table according to the layout diagram.

**Thank you for volunteering.**

