

**Diablo Valley Track & Field
Meet Set-Up/Clean-Up Checklist**

Meet Date _____ **Meet Location** _____

SET-UP CHECK LIST Set up requires moving all the required equipment and supplies to the location, and then making the location ready for the event.

- _____ Pick up keys; unlock site and storage areas. Check area for unsafe or unusual conditions
- _____ Set up Ribbon Writing/Volunteer Check-In tables
- _____ Set up Awnings to shade Ribbon Writing and Registration tables
- _____ Set up and test PA system
- _____ Set up clerk of the course area
- _____ Set up finish line area
- _____ Set up recording area
- _____ Mark sides of primary straightaway for 50M. Mark opposite side 50M & 100M start and finish
- _____ Set up high jump area
- _____ Set up boys long jump area
- _____ Set up girls long lump area
- _____ Set up softball throw area
- _____ Set up shot put area

CLEAN-UP CHECK LIST Clean-up requires returning all equipment and supplies to the proper location, and leaving the area in a clean and neat condition. Trash should be disposed of; lost and found items turned into meet director.

- _____ Clean up boy's long jump area
- _____ Clean up girl's long lump area
- _____ Clean up high jump area
- _____ Clean up softball throw area
- _____ Clean up shot put area
- _____ Clean up clerk of the course area
- _____ Clean up finish line area
- _____ Clean up recording area
- _____ Put away PA system
- _____ Check area to ensure that it is clean and neat
- _____ Lock up storage areas and site; return keys