

## Packing After Contest

- Make sure that the supplies from your area go in the proper supply tub marked for teams, **DO NOT PUT ANY SUPPLIES IN T-SHIRT BOXES!!** Make sure that all supplies are packed **NEATLY** back into the proper tub so that un-packing and re-packing for the next contest are easy.
- Make sure that the headsets are turned off and both placed back into the proper plastic box. Throw away all bad batteries and make sure they are not put back into the supplies.
- The microphones should go back into the supply tub and **not the tub with speaker cords**
- All **patch cords** and **power cord** for the Marantz as well as the Marantz go back into the black plastic box.
- All patch cords and power cords for the mixing board go into the box with the mixing board.
- Make sure to complete the "**Follow Up Form**" in the administrators notebook if any awards need to be sent or suggestions made for next contest. If you have filled this out, call the office on Monday morning to let us know to look for this sheet.
- Any left over **awards should be packed properly**. **Trophies** should be in a box standing straight up with plenty of newspaper stuffed between them so they will not be scratched or broken. All **acrylics** and **silver trays** should be re-wrapped with plastic bags or newspaper and placed neatly into a box. Mark all boxes of awards so that the office can recognize properly.
- **Ribbons** should be placed neatly back into a plastic bag and stored flat. **Medals** should be separated by gold/silver, Large or small, and placed into their proper bags.
- Place all **insert plates** back into the tackle box neatly and organized. Please note on the "**Follow Up Sheet**" if we are low or out of any certain insert plates.
- Staff should go to store area to relieve the Store Manager so that they can take care of the **large sound equipment**. If you are working the store **DO NOT SET MONEY DOWN ON THE TABLE!**
- **DO NOT EVER LEAVE SOUND EQUIPMENT UNATTENDED!** Sometimes your job is to stay and watch equipment either in the trailer or in the gym. This is a very important job.
- All staff should be **patient** and **assist with packing and loading of supplies** until the job is done.
- Please report any staff insubordination to the ADTS®® office personnel.
- Check to make sure you have taken down and packed all **flags or banners** properly. Take down any paper signs and throwaway .Return any unused signs to the supply tubs to be used for next contest.
- Any equipment, supplies or awards that have not been packed properly and are damaged just takes money away from salaries, raises, bonuses, etc. Your salary constitutes arriving at the contest at the designated time, in the correct uniform, fulfilling your contest commitment, participating at the awards ceremony, and packing all supplies until the van and trailer are ready to pull away.