

FRIDAY STRIKE @ VISTO | AUG 21 | P1

Task	Staff	Details
Sanctuary	Bella, Simone	- pipe & drape remains, tighten clamps - leave 3 shelf black cart labelled K2K in storage - marquee, battery removed - fabric removed
Decorations	Mikayla	- remove and pack STP decorations in labelled tote - shower hooks put in "tools" storage tote
Tech	Alex	- Count & Collect all ipads and put in blue labelled tote - Count & collect all walkie talkies and pack - Collect computer, camera, gimble, tripod, adapters, hard drive and put with all other tech in kitchen
Classrooms	Prop Shop: Simone, Grace Kitchen: Naomi Music Hall: Grace & Annalise Black Box: Jayda & Bella Staff Room: Jayda & Bella	- Put away camp content supplies in labelled totes - Remove all decorations (store ones that we are keeping) - Return chairs, tables and classroom to original setup - crew or camper related items in labelled tote - attach TV remove to back of TV; keep USB attached; put in Jubilee storage with moving blanket wrapped around screen & screen facing a wall
Lobby / Concession & Wardrobe	Naomi Kristen, tinsel Alex, concession & merch	- collect all photo frames on wall & hallway and pack in separate tote - fold lights and pack in 2 'Newer' black bags - watch that volunteer does NOT take entire light apart - just ends - find ~5 totes (??) for merch and pack merch - remove all pricing and pack in signage tote - find concession candy boxes, seal box (all candy / consumable) - remove hanging tinsel from posts and discard - pack all backdrop poles in appropriate bags - pack EMPTY bubble machine & juice in labelled tote - pack clipboard in VISTO tote - collect signage and pack in sign tote - empty contents of entire merch shelves - wire merch rack (if possible) - pull metal sign top off the base and pack the 2 metal sign frames with signage tote - attach remove to TV Pack: starbursts, candy bags & chocolate in separate box to be moved to the Office

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Task	Staff	Details
Kitchen	BBQ Food & Drink: Naomi	FOOD & SUPPLIES - pack hot dogs, buns, condiments and take to office - pack remaining pop, water to office - pack BBQ supplies to containers PACK camper tshirts at BACK of truck, or in vehicle to come to office
Bathrooms	BBQ Food & Drink: Naomi	- Empty garbage, replace liners - Check soap and paper; refill if needed PACK cleaning supplies - goes to Container

TEALE, MIKAYLA, NAOMI
lead VISTO staff in areas of strike you are overseeing
ensure tidyness of building once truck leaves
give Jubilee key to Jenn during strike

- TEALE
- Oversee dismantle and packing to ensure accuracy
 - Direct staff in classrooms, hallways etc