

# CCD Opening and Closing Manual

**In Revision 2/12/2015**

## *Electronic Copy*

Thanks for being a CCD Opener or Closer. Feel free to take and use this manual as needed.

What we *do* and *don't do* to set up our dance hall at CCC will always be a work in progress as things change. *This manual serves as a guideline; you may or may NOT do everything listed here as it is written. Use past experiences and your judgment of the situation for the night.* Please feel free to help/utilize/encourage other volunteers in the hall to assist with the many tasks in opening and/or closing. If you have questions, ask Steering Committee (SC) members (phone #s included).

### **Order of arrival at CCC:**

Sound tech arrives: 6:30

Musicians arrive: 6:45

Openers arrives: 7:00 with key to CCD storage room (or ask Sally/front desk)

Caller arrives: no later than 7:15

Newcomers instruction in the main hall: 7:30 to 8:00

Band sound check: 7:15 to 7:30 p.m.

### ***CCD uses 3 different storage areas:***

A. Primary Storage - CCD storage (to the side of the stage, on stage right)

B. CCD Sound Storage Room, back of the stage

C. CCC Unlocked Storage Room near lobby in men's hall for tables, chairs and stands

## **Keys and codes**

Opener needs before arrival (from SC):

- lock box code at entrance of building
- security alarm code after entering building
- the key for the CCD storage room

(The key to the sound storage closet is in a lock box in CCD storage closet and only sound techs will have the code to this lockbox.)

## **Entering CCC from outside**

- 1) Go to CCC side door, closest to the main parking lot.
- 2) Look for a small black box to the left of the entry doors, at about shoulder level.
- 3) Pull down black plastic door of lock box to see tumblers.
- 4) Set the 4 tumblers to current tumbler code of \_\_\_\_ (SC will provide the current code for you).
- 5) Pull down small black lever inside the box to open the box.
- 6) Take the key from box and open building entry door closest to the box.

7) Step inside the door and if the alarm system is beeping, key in the current security code of \_\_\_\_ on small white panel to your left. If no beeping, then just enter.

8) Keeping the entry door open\*, **replace key in the tumbler box**, scramble all 4 tumblers randomly. Pull up the cover on the lock box to cover the numbers. Verify box is locked.

\*This is the only entrance for dancers. Use the hex wrench found in the control panel near the door to unlock both two doors. Additional hex keys are in the CCD Storage Room near entrance on the left.

## **Once Inside the building**

1) Unlock CCD storage closet on your left as you face the stage.

2) Place CCD outdoor signs near CCC entrance:

- 1 Entrance Sign - Front entrance of CCC.
- 1 Overflow Parking Sign - Between main parking and entrance.

3) Indoor signs:

- Do not tape to the walls at CCC. These signs can be taped to windows, dance hall entrance doors, switch covers and other places that will not harm the wall.
- Put the security notice sign on the dance hall door.

4) Stuff related to shoes:

- Put the "shoe policy" sign on easel by the 1st set of dance hall doors.

- Place the sock basket under the sign.
- Put out mats: 2 sticky mats in front of the main door, plus felt mats, and other mats at 2nd set of dance hall doors.
- Put out at least 6 folding chairs from CCC closet in the lobby for shoe changers.

## **Lobby Set Up**

- 1) Get 1 table (from CCC Storage) (or use backup, rectangular table in CCD storage) and 3 chairs (CCC storage) and set up in the lobby by 1st set of doors.
- 2) Put baskets of pens & markers, tape, new dancers' name label clipboards & pricing stand on cashier's table.
- 3) Outside of doors by cashier's table, put out Lost & Found with a sign.
- 4) Set up 2 tables (from CCC storage) for fliers and literature in front of the center double doors.
- 5) By the fake flowers, put out yellow, metal box for Band Comments. Make new sign with tonight's band name, put out comment slips and a pen.
- 6) Roll the large, 2-sided announcement cork/white board (usually found in the room past men's room) to the back of the dance hall, near kitchen.

## **Dance hall set up**

- 1) Remove any chairs/tables left in dance hall from other events. No chairs in the dance hall during the dance.

- 2) Set up one CCC table for water bottles in the alcove in the back of the dance hall.
- 3) Put one sanitizer dispenser on the above table.
- 4) Sound tech may need some assistance. Please check.
- 5) Put 3 – 5 chairs on the stage for the band and 1 chair for the sound person on the floor near the stage.
- 6) Place 2 round tables in the kitchen for personal item storage, blocking entrance to side door.
- 7) Put out fans in the dance hall. Put the BIG fan in the back, small round fans in center, quietest fan in the front of the hall.
- 8) The thermostat is locked, but if adjustments need to be made, there is a key hanging in CCD storage. Please return key!
- 9) Sweep dance floor.

## **Bathrooms**

- 1) Put 1 roll of paper towels in each bathroom, if needed.
- 2) Put 1 soap dispenser in each bathroom.
- 3) Put 1 dispenser of sanitizer in each bathroom.
- 4) Check bathroom for toilet tissue. Usually none needed.

### **FYI: General things:**

- eeeeee There must be only **one** unlocked door for people to enter CCC (the one you unlocked). No one should prop open a door or let anyone in another door.

- Cubbies and tables for storage of personal stuff in the kitchen are storage area for dancers *at their own risk*.
- Basically, no chairs, tables, or trash cans in the dance hall unless put there by a dance organizer for a good reason.
- No food or drink in the dance hall. Water bottles OK.
- Curtains and doors stay closed in the dance hall during the dance.
- Officially, the city of Clarkston does not allow any street parking. Unofficially, the Library's handicapped parking is available.
- When there is to be food, cake, drinks etc, set up 2 - 3 preferably rectangular tables in the men's hall. Paper products are in CCD storage area.
- Please interact with new dancers, if time permits.

## **Closing at CCC**

### **Closer needs:**

- a key to LOCK the CCD storage areas (get from opener or SC)

1) Retrieve indoor and outdoor signs and put in CCD storage. See list in opener's section.

- 2) Put tables and chairs we used in the CCC Storage Room.
- 3) Clean out lobby and kitchen (if used) of trash. All trash bags should be taken to CCC dumpster in the back. When people have parties, they help with clean up. Extra trash bags in CCC storage room by the back door.
- 4) Roll white announcement board back to the room closest to the Men's bathroom.
- 5) Sweep dance hall floor.
- 6) Return cashier's table, mats, shoe stuff, fliers, lost and found, etc., to CCD storage room.
- 7) Return fans to the CCD storage room.
- 8) Verify that Sound Storage door has been LOCKED. Sound Tech has the key + a backup key is in lockbox in CCD Storage.
- 9) Check back stage (left and right) for stragglers. Place left-behind-stuff in Lost & Found. Turn out stage lights.
- 10) Collect paper towel rolls, plastic/metal holders and soap in bathrooms.
- 11) Check bathrooms for anyone present and turn out fans/lights.
- 12) LOCK the CCD Storage Room.
- 13) Check all doors (push), including kitchen door, to make sure they are closed.
- 14) Use the hex wrench found on top of or in the control panel near the door to lock both two entrance doors.
- 15) Turn off lights that turn off. (Some do not turn off).

16) Set security alarm near entry:

- If System Ready is indicated, key in the current security code of \_\_\_\_ (same code to enter/exit). Exit and close the door. You have finished closing.
- If System Not Ready is indicated, key pad will indicate which doors are not ready. Double check doors (push) to assure closure. Also check the security boxes on the doors in question to see if there are 2 batteries (if missing batteries/broken door, etc. is determined, you may press 'Bypass' on each alert on the alarm before pressing 'Exit')

We must be out of CCC by midnight.

**THANK YOU** for helping CCD by volunteering to **Open** or **Close**.

Current CCC/CCD liaison is Scott Russell, 404-377-6242.

Phone numbers:

If there are issues with the building, contact CCC Events & Facility Manager: Mr. Luay Sami at the main number: 404-508-1050.

Deanna Palumbo      404-431-1136

Jim Crawford        404-274-4365

Rob Harper            404-307-3444



## 2015 CCD Steering Committee Members

The CCD steering committee serves as a defacto Board of Directors for the organization and is made up of volunteers who each serve a three year term. Current members include:

Scott Russell	404-377-6242	<a href="mailto:sdavis@mindspring.com">sdavis@mindspring.com</a>	President
Deanna Palumbo	404-431-1136	<a href="mailto:deelite2@hotmail.com">deelite2@hotmail.com</a>	Vice President
Carole Bennett		<a href="mailto:cbennett555@yahoo.com">cbennett555@yahoo.com</a>	Secretary
Marni Bender	404-518-1018	<a href="mailto:shrinkmarni@gmail.com">shrinkmarni@gmail.com</a>	Treasurer
Christin Whittington	404-406-5204	<a href="mailto:ccwr2r@gmail.com">ccwr2r@gmail.com</a>	
Karen Hudlow	770-710-3660	<a href="mailto:kjhudlow@mindspring.com">kjhudlow@mindspring.com</a>	
Raymond Tovo	404-285-2750	<a href="mailto:raymondtovo@yahoo.com">raymondtovo@yahoo.com</a>	
Matt Zeller	770-717-0428	<a href="mailto:matthewz@mindspring.com">matthewz@mindspring.com</a>	
Bobbi Gruber	404-786-7794	<a href="mailto:bobbi.gruber@hotmail.com">bobbi.gruber@hotmail.com</a>	

**Click to see view of CCC Lobby at closing:**

[CCD - Contra Dance - CCC Opening & Closing](#)