

CCD Opening and Closing Manual

In Revision 2/1/2017

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 the Open / Close Coordinator or 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 Open/Close coordinator):

- 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 _ _ _ _ (Open/Close coordinator 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 **ON THE LEFT**, 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 Contra Dance (with up arrow) - Between main parking and entrance.
- 1 Overflow Parking Sign - at corner of Clarkston Library driveway, pointing toward the back of the library driveway

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.

4) Stuff related to shoes:

- Put the "shoe policy" sign on easel by the 1st set of dance hall doors. (NEEDS TO BE REMADE)
- Place the sock basket under the sign.
- Put out mats: 2 sticky mats inside each set of hall doors.
- Put out approx. 16 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 the cashier table 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. Put out all of the flyers (make room/ tighten it up/ if different flyers for same event, make one pile for that event).

Flyer table order (please have this be a clear presentation!):

Left Table - Please put all CCD flyers (schedule, dance weekend, steering committee, Tuesday contra), then local dances (QCD contra, ACZA cajun-zydeco, Waltz Play, Sautee, Athens, ECD English), then other dance/music flyers

Right Table - remaining dance/music flyers---Finally, put business flyers far right, plus The Grove directions/menu.

5) On the stand with the fake flowers, put out yellow, metal box for band comments. Make a new note with tonight's band name, put out Band comment forms and a pen. Also, put out Suggestion Box with recycled slips for comments in front of box.

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 tables left in dance hall from other events. Place chairs in the dance hall along the back & sides of the back.

2) Set up one CCC table for water bottles in the alcove in the back of the dance hall (usually there already). Put one sanitizer dispenser on this table.

3) Unlock the thermostat housing (there is a key hanging from a ruler in CCD storage). Set to Cool, 67 degrees (no lower) and set time to the latest allowed. Adjust accordingly at a later time, if necessary, to ensure coolness until at least 11pm. Please return key!

4) 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.

- 5) Put out all 6, small Lasko fans in the dance hall corners, FACING UP (above dancer heads). PLUS: Put the 2 skinny, wire fans in the center BACK, at corners of the water table.
- 6) Put 3 – 5 chairs on the stage for the band and 1 chair for the sound person on the floor near the stage.
- 7) Place 1 round table in the kitchen for personal item storage, blocking entrance to kitchen door (which is broke).
- 8) Sound tech may need some assistance. Please check.
- 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, if needed.
- 3) Put 1 dispenser of sanitizer in each bathroom.
- 4) Check bathroom for toilet tissue. Usually none needed.

FYI: General things:

- 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*.
- 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)
- security alarm code to exit building (same code for entering)

- 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, or return chairs along walls in the dance hall.
- 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 are in CCD storage room.

- 4) Roll white announcement board back to the East Room (removing CCD SC board to the CCD storage room).
- 5) Sweep dance hall floor.
- 6) Return cashier's table materials, mats, shoe stuff, fliers, lost and found, fans, etc., to CCD storage room.
- 7) Verify that Sound Storage door has been LOCKED. Sound Tech has the key + a backup key is in lockbox in CCD Storage.
- 8) Check back stage (left and right) for stragglers. Place left-behind-stuff in Lost & Found. Turn out stage lights.
- 9) Collect paper towel rolls, plastic/metal holders and (our) soap in bathrooms (not CCC's soap...take note!).
- 10) Check bathrooms for anyone present and turn out fans/lights.
- 11) LOCK the CCD Storage Room.
- 12) Check all doors (push), including kitchen door, to make sure they are closed.
- 13) Use the hex wrench in the metal control panel near the door to lock both two entrance doors.
- 14) Turn off lights that turn off. (Some do not turn off).
- 15) Set security alarm near entry:
 - If System Ready is indicated, key in the current security code of _ _ _ _ (same code to enter/exit). Exit through the right-hand door 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 entering the security code to Exit.)

We must be out of CCC by midnight.

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

Current Open / Close Coordinator is Deanna Palumbo, 404-431-1136.

Phone numbers:

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

2017 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:

Ralph Reiley	678-772-0935	reileys@att.net	President
Kevin Liske	404-275-0935	kevin.liske@gmail.com	Vice President
Bobbi Gruber	404-786-7794	bobbi.gruber@hotmail.com	Secretary
Marni Bender	404-518-1018	shrinkmarni@gmail.com	Treasurer
Matt Zeller	770-717-0428	matthewz@mindspring.com	
Bill Porter	404-323-3576	porterwm@mindspring.com	
Joseph Steinhauser	404-548-2971	Jets42@gmail.com	
Maggie Bessent	404-735-2932	mbbessent@gmail.com	
Dan Sandler	612-868-7716	dan.sandler@hotmail.com	

Click to see view of CCC Lobby at closing:

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