

Early Rounds Class Setup

Tech Squares Weekly Job

Description

This person is responsible for setting up the club calling equipment for use by the cuer for early rounds.

When

15–30 minutes before rounds start (Rounds class starts at 7pm.)

What you need

- Knowledge of which room early rounds are in this week
- Location of Small Activities Office (4th floor in one of the corners)
- Small Activities Office door code (attached to locker key)
- Locker key
- Knowledge of how to close the locker

Responsibilities

- The following should to be brought down from the locker:
turntable, speaker, cables (power cord and speaker wires), extension cord reel
- Locker key should be returned to officer (or handed to Squares Setup person)

Notes

- The equipment can probably be brought down in one trip by a single person. If you stop by the dance hall before going up to the locker, you can sometimes get a volunteer to help carry things down to ensure a single trip.
- Connecting the equipment itself can be handled by the cuer if you are uncomfortable doing so. You should be aware though that there is a power switch on the back of the turntable that may need to be turned on.

Other Info

Here's what to do if the room not set for dancing when you arrive:

Call 617-253-1500 and ask for the CAC Night Manager. When you reach the night manager, say you are with Tech Squares and mention which room we have reserved. Politely explain the problem or what's missing. For the tables and chairs in Lobdell, you can explain that we asked for them to be cleared in our room reservation. After understanding the situation, the night manager will likely say someone is on his way. Please remember to thank the night manager for the help!

When squares are in the same room, we generally want a stage with one 6-foot folding table on it, and it should be set up on one end of the hall. If we are not in Lobdell, we also need two other folding tables — one for gate and the other for refreshments. If we are in Lobdell, we use the existing tables for those purposes.

Thanks for helping with this very important job!