Room Setup
Tech Squares Weekly Job

Description
Responsible for bringing all the needed club equipment down from the office and seeing that it is set up.

When
20–45 minutes before squares start (Squares start at 8pm.)

What you need
• Knowledge of which room we are dancing in this week
• Location of the office (W20-423)
• Access to the office – ask the job coordinator or an officer for the office combo

Responsibilities
• The following should be brought down from the office: briefcase, snacks, purell, cups, water cooler (only for Sala)
• The water cooler must be filled (if in Sala) It is filled in the utility closet located inside the handicap bathroom.

Notes
• Please ask for help. If you stop by the dance hall before going up to the office, you can often get a volunteer or two to help carry things down. Also many of the people who are there early know how to fill the water cooler.

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!