

MCDC CLOSING MANAGER CHECKLIST

The Closing Manager is in charge of the dance after the break ends. It's their job to make sure that everything is put away and that the YMCA is cleaned and locked up.

FYI	Whoever signed up to count money will tally the evening's receipts, fill out the finance sheet, and pay the talent. That person will count out \$100 seed money for the next dance and return it to the money box, then give any proceeds to the Treasurer. Your only responsibility here is to make sure that this has been done and that the money box gets put back in the MCDC closet (in the room to the side of the stage).
CLEAN UP ANY TIME AFTER BREAK	Any time after the money has been counted you can start the following cleanup tasks: <ul style="list-style-type: none"> • Confirm that \$100 seed money is in the money box for the next dance, small denominations are best. • Confirm that there are at least (4) blank sign-in sheets in the binder. • Confirm that there are extra membership and volunteer sheets in the binder. • Confirm that there are "next dance free" cards in the money box. • Make sure the money box is secured in the locked closet by the stage
CLEAN UP AFTER THE DANCE ENDS	<ul style="list-style-type: none"> • Put away the chairs (onto rolling dollies) • Put away the water jugs (MCDC closet or cabinet) • Put away snack tables. Typically people taken their uneaten snacks home, or someone else does. If there is food left either take it yourself or throw it away. • Sweep the floor (gym + common area by snack table) • Put away the fliers (MCDC closet) • Vacuum the carpet (common area by snack table, or as needed) • General tidying up – Kitchen, Bathrooms (no need to actually clean these, just make sure any 'messes' are tidied up). • Secure the Manager's bag(s) in the locked closet by the stage. • Clean tablecloths can be packed away and re-used • Dirty tablecloths to be taken home, washed and returned next time you come. If you cannot do this please ask someone else. • Throw any garbage into the cans located throughout the common area. No need to take these out to the dumpster.
SECURING THE HALL	<ul style="list-style-type: none"> • Be sure that everything is cleaned up, put away, and the building locked before leaving. Besides Bruce, the Closing Manager is the last one to leave. • Bruce will likely be the very last one to leave and you don't have to wait for him; however, please be sure that all of the clean-up is done and the building locked so that he doesn't have to worry about someone wandering in. • He will turn off the lights and make sure that the doors are secured when he leaves.

People to contact if you have trouble:

- Stephanie (Volunteer Coordinator) 831-588-0603
- Russell (Treasurer) 360-628-9417
- Laura (Programmer) 831-324-3663
- Craig (Board President) 831-776-1652