

Newport Ski Swap

SWAP SETUP

TRAINING

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Overall Process

A. Setup Main Gym - Thursday

1. Volunteer check-in/out area
2. Cover Gym Floor with Vinyl
3. Help Desk area – Tables for drills, signs, instructions
4. Layout Racks and Tables
5. Build Ski and Snowboard Racks – Plywood & 2x4s
6. Ski Boot Tables - Rectangular 4x12 rolling cafeteria tables
7. Snowboard Boot Tables – 4x8 foot black rolling stages
8. Size signs - Skis, ski boots, ski poles, snowboard boots, snowboards

B. Setup Gear Check-In Area - Thursday

1. Setup 2.5x6 foot tables in the south end of the Commons
2. Supplies – tape, rope, zip ties, inventory cards,
3. Signs

C. Setup Gear Registration Area - Thursday

1. 2.5x6 foot tables in the south end of the Commons by Marketing room
2. Registration Laptops
3. Barcode PC and printer
4. Signs

D. Setup Outside Gym - Thursday

1. Tables and Stages
2. Clothing racks
3. Mirrors
4. Clothing and gear signs
5. Changing Room – ¾ plastic tubes and cloth

E. Setup Cashier Area – Friday morning

1. Tables and chairs
2. Power cords
3. Cashier Laptops and scanners - 16
4. Invoice Laptops and printers - 3
5. Tablets and credit card readers
6. Signs

F. Setup Gear Check-Out Areas – Sunday morning

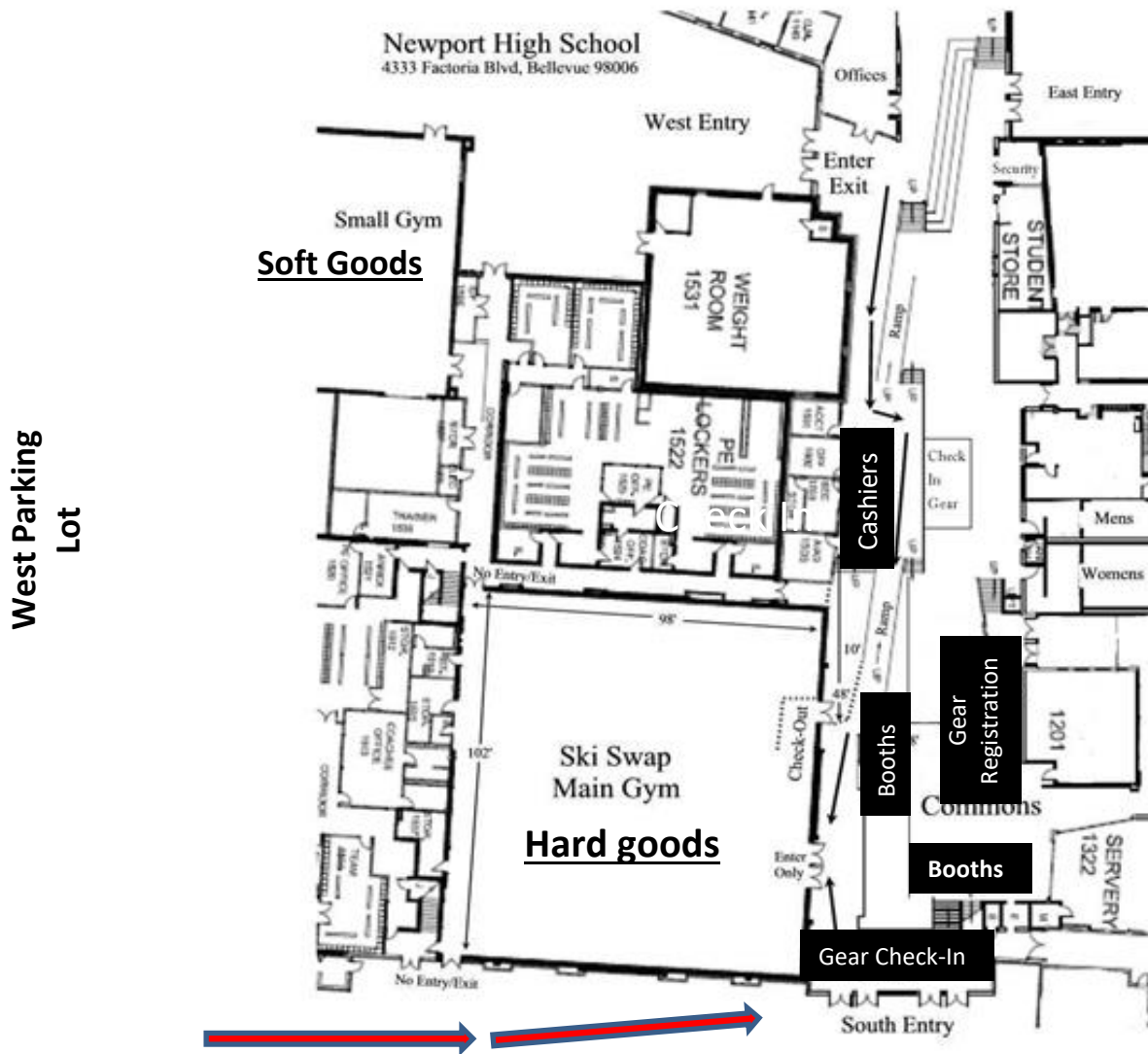
1. Tables and chairs
2. Laptop and printer to lookup/print unsold gear list if customer forgot
3. Laptops for logging customer Not Found gear and scanning Picked Up gear
4. Help, Entrance and Exit Signs

G. Break Down, Clean up, Get Out – Sunday all day

1. Disassemble all racks
2. Put School District Tables back on racks
3. Move school tables and chair back to Commons
4. Sweep the facility and remove all garbage
5. Move swap supplies and remaining gear to storage

SKI SWAP LAYOUT

1. Facilities – Main Gym, Outside Gym, Commons, Offices and Business Classroom in Commons
2. Dates – Nov 9-13, Thursday-Sunday, All Day, no other activities at the school



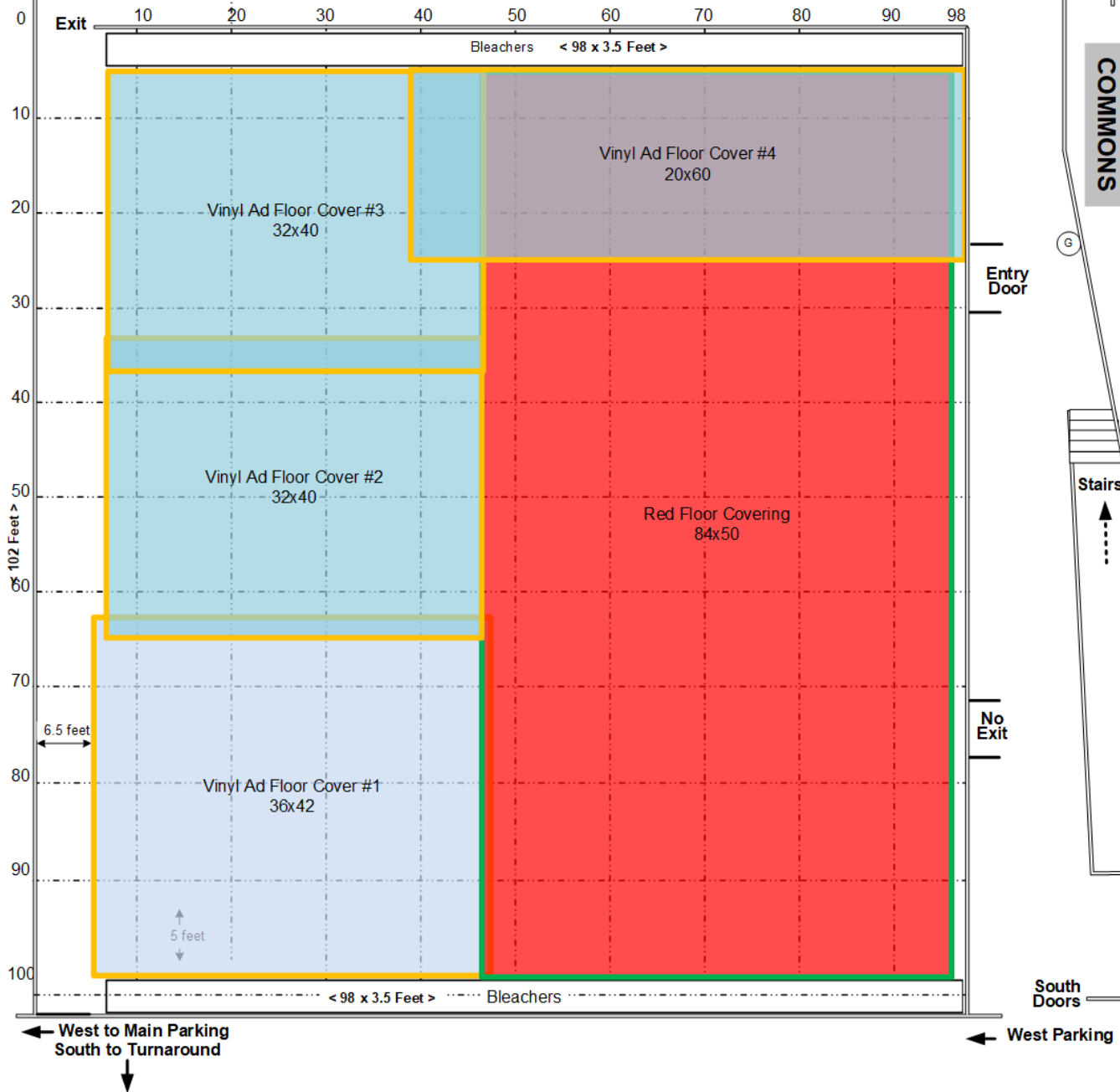
Security

Main Gym – Flooring Covering

Skis, Snowboards, Bindings, Boots, Poles (9,996 sq. feet)

Cashiers

Hallway to Cashiers



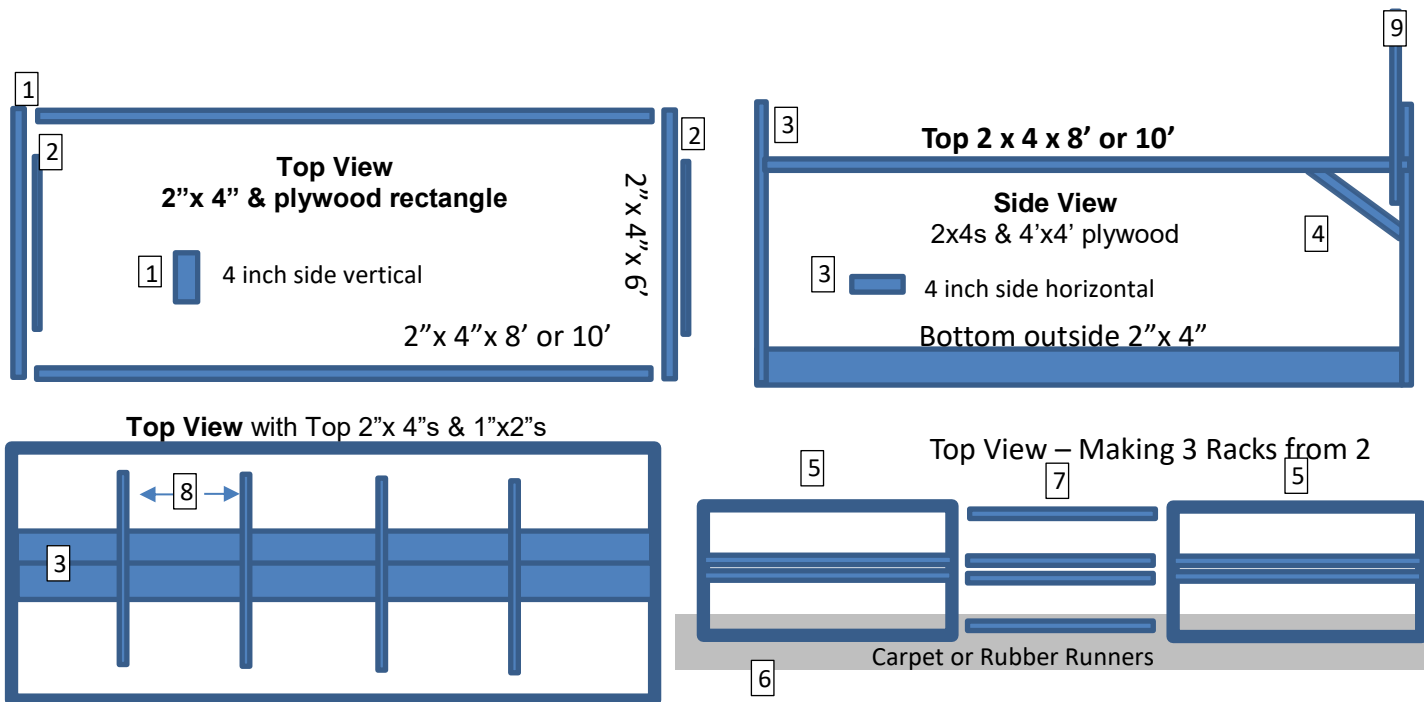
Main Gym - Ski/Snowboard Racks



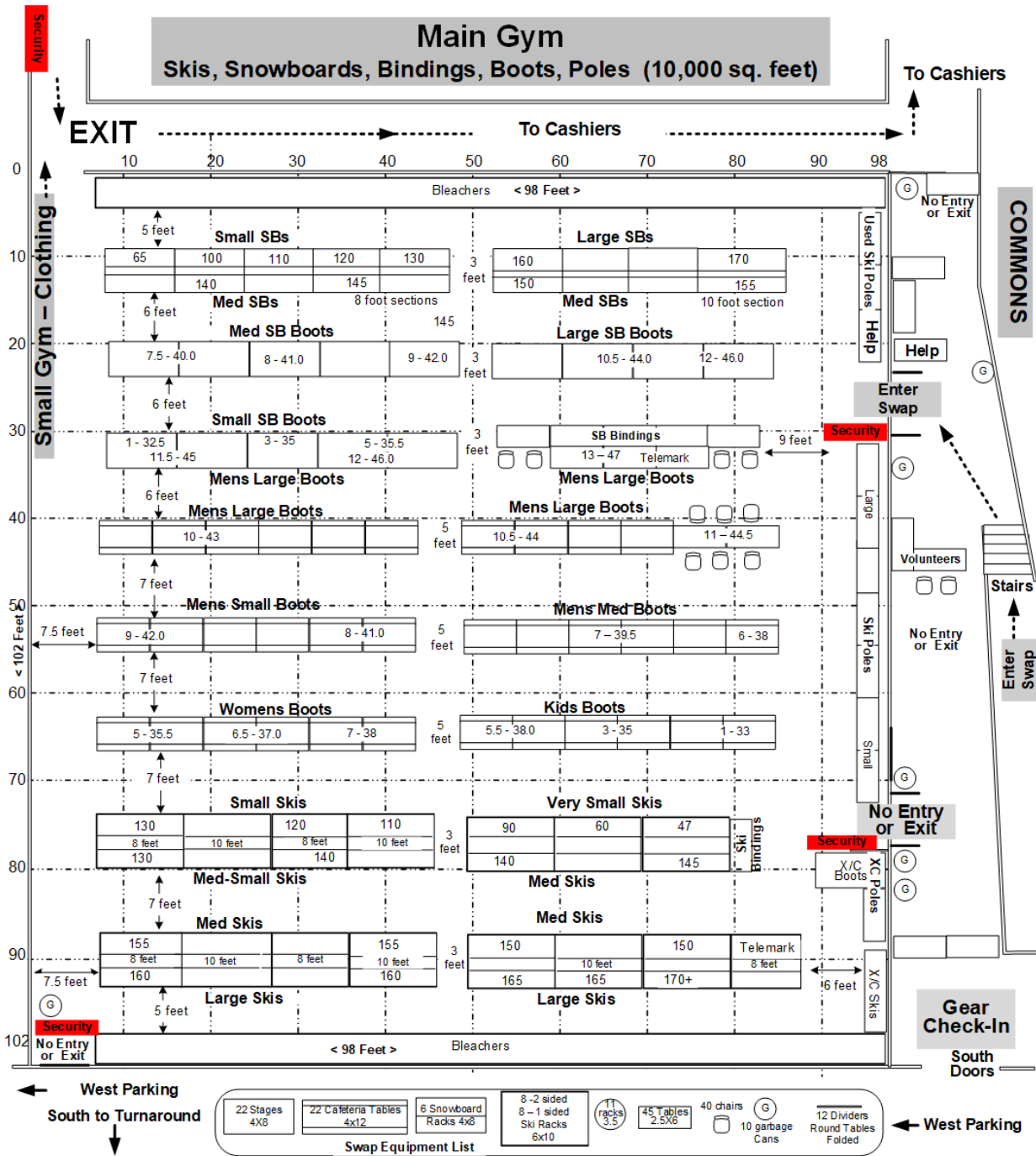
Main Gym - Ski/Snowboard Rack Setup

Assembly Steps:

1. Screw together a Rectangle with two 6 foot 2x4s and two 8 or 10 foot 2x4s using 3 inch screws. 4 inch side up
2. Screw 4'x 4' plywood sheets centered to the right side of the 6 foot 2"x 4"s using 2 inch screws
3. Screw 2 2"x 4" x 8' or 10' to the plywood sheets, 2 inch side vertical at an appropriate height for xsmall, small, med, large skis or snowboards using 1 5/8 inch screws.
*The 2"x 4" should be above the ski bindings. Note: The height of the 2x4 may be 165 on one side & 150 on other
4. Screw only one 1'x 2" or 2'x 2" brace at a 45 degrees between the plywood and the top 2"x 4"
- **Do Steps 1-4 for about ½ of the racks required.**
5. Assemble racks in the main gym after the flooring is down.
Arrange completed sections according to the Main Gym Floor Layout below
6. Lay carpet or rubber runners centered under bottom outside 2"x 4"s, both sides
7. Attach 2"x 4"s offset from others by 1" using 3 inch screws between the finished sections
8. Screw 1"x2"s on top 2x4s 2 feet apart to keep the skis & snowboards from falling over. 4 foot 1x2s for ski racks, 3 foot for SB racks
9. Screw 1"x2"s to the plywood and attach a ski/snowboard size sign. See gear layout below for sizes.

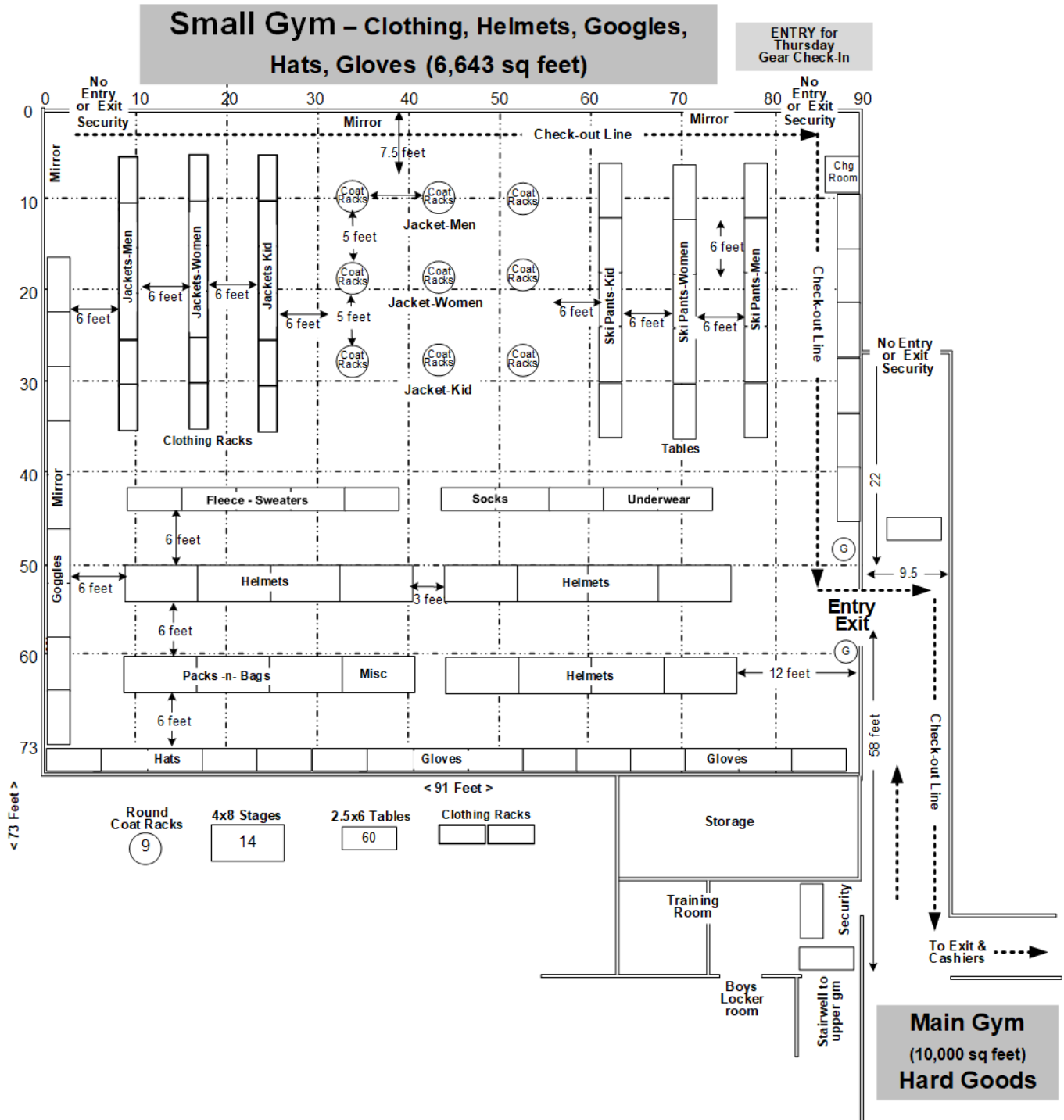


Main Gym – Table, Stage & Gear Layout



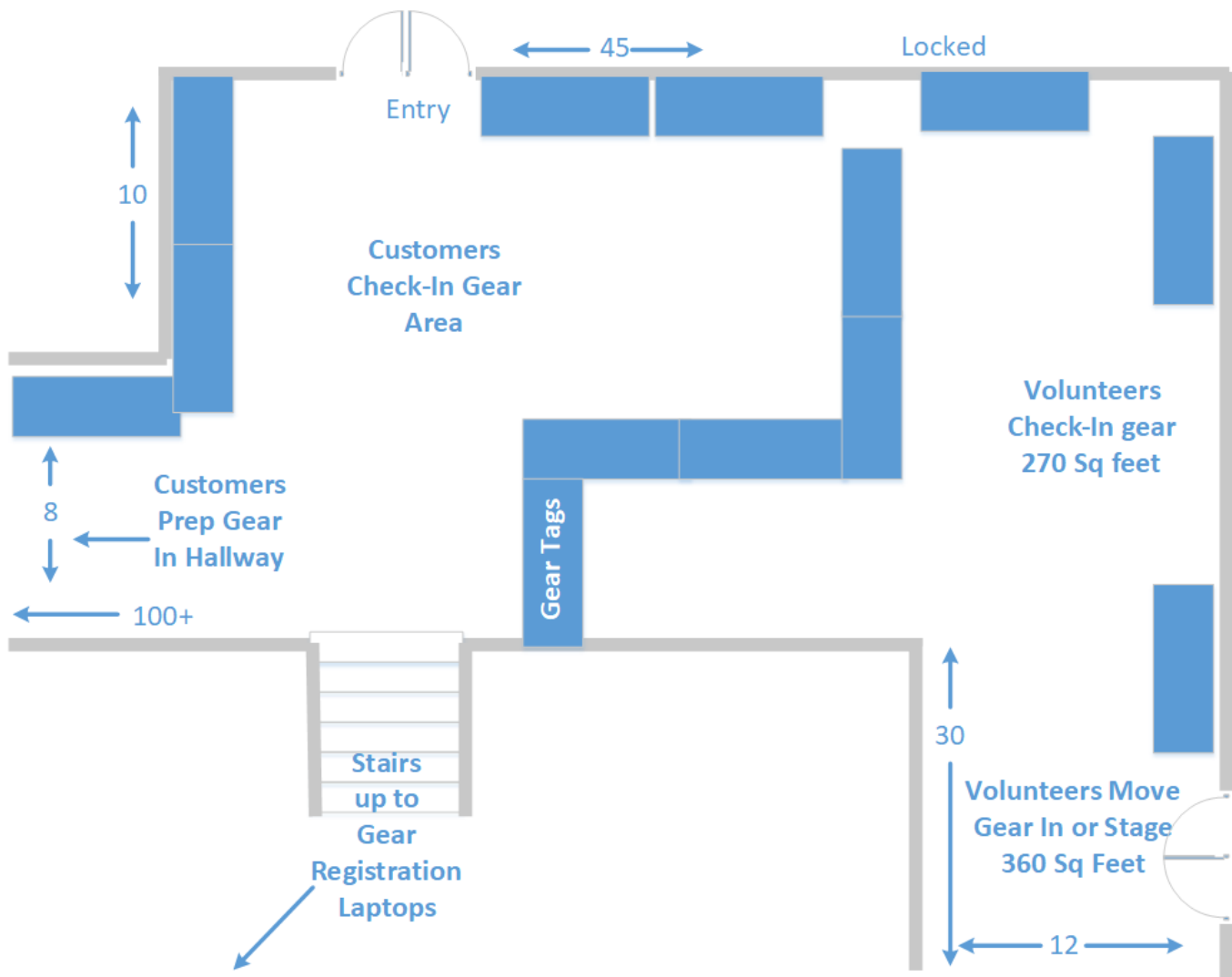
Outside Gym – Table, Stage & Gear Layout

1. Setup the Tables, Stages, Clothing Racks, Mirrors, plastic pipe and cloth Dressing Room
2. Install Gear and Size Signs



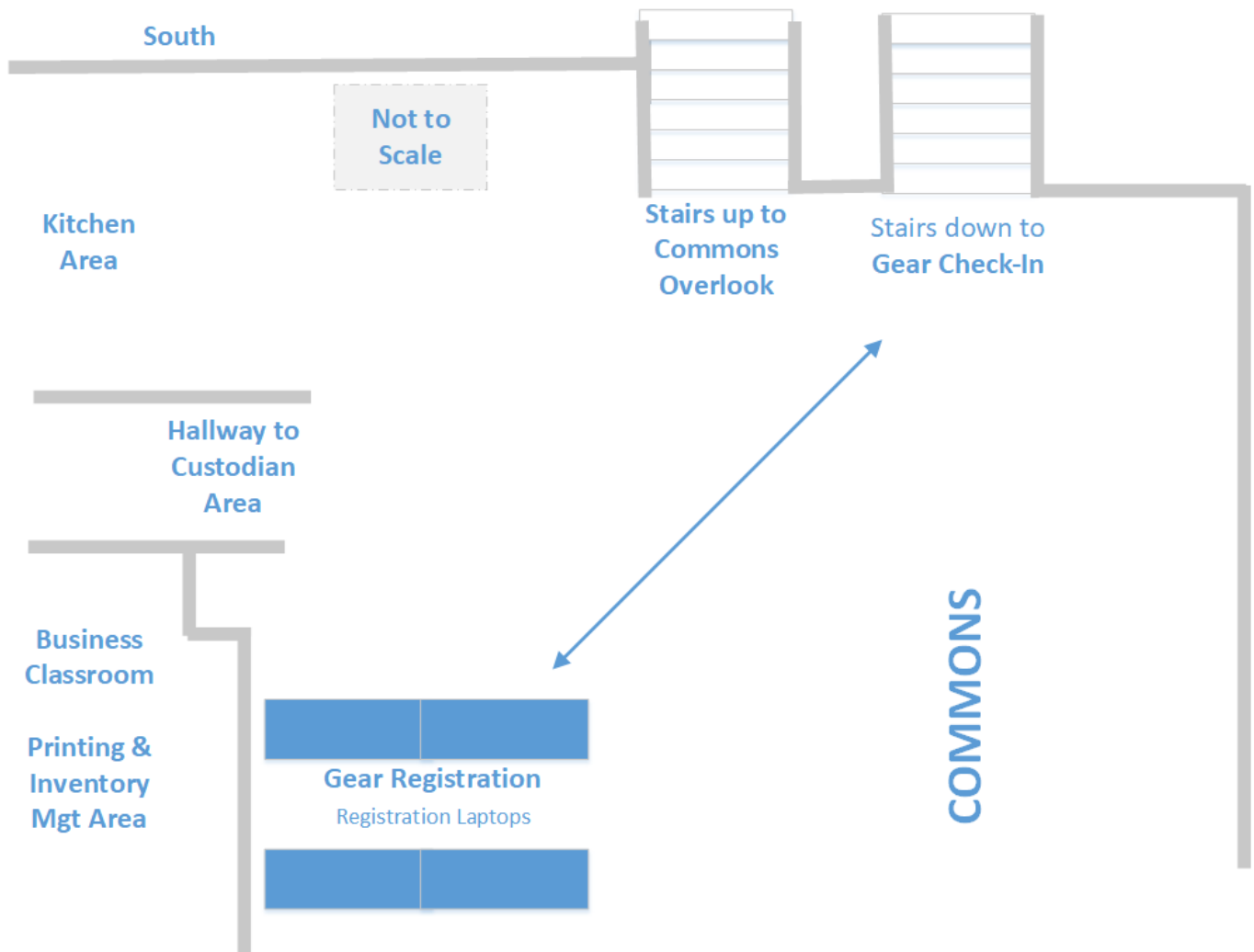
Gear Check-In Area Setup - Commons

1. Check-In Tables and Chairs
2. Check-In Supplies in Black Plastic Box – Rope, tape, zip ties, etc.
3. Check-In Signs – Not Pre-Registered, entry, exit, check-in that way
4. Documents – Pick-Up Time flyer, tagging instructions, quality guidelines



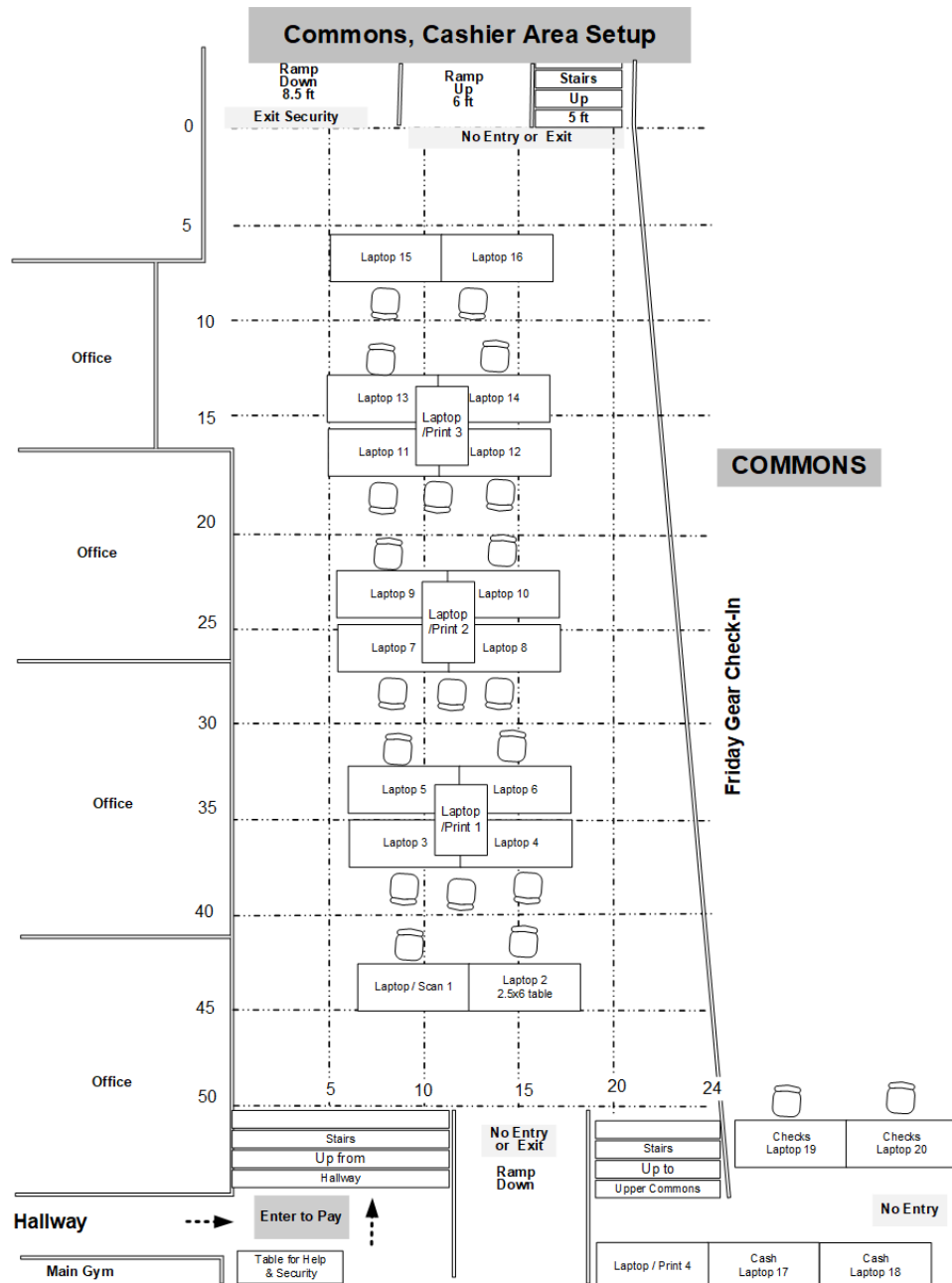
Gear Registration Area - Commons

1. Come to the Newport High Gear Check-In area at the Check-In days/times
2. If you have not Pre-Registered your gear, go to Gear Registration
3. Find an open workstation
4. Register yourself - Build Profile
5. Register your Gear
6. Get tags when they are printed
7. Go to Check-In Area



Cashier Area - Commons

1. Tables and chairs
2. Power cords
3. Cashier Laptops and scanners – 16
 - 4 Cash and Check stations in main area until line builds then add in upper Commons
4. Invoice Laptops and printers - 3
5. Tablets and credit card readers
6. Signs - Cashier that way, Credit, Cash, Check, Exit Here

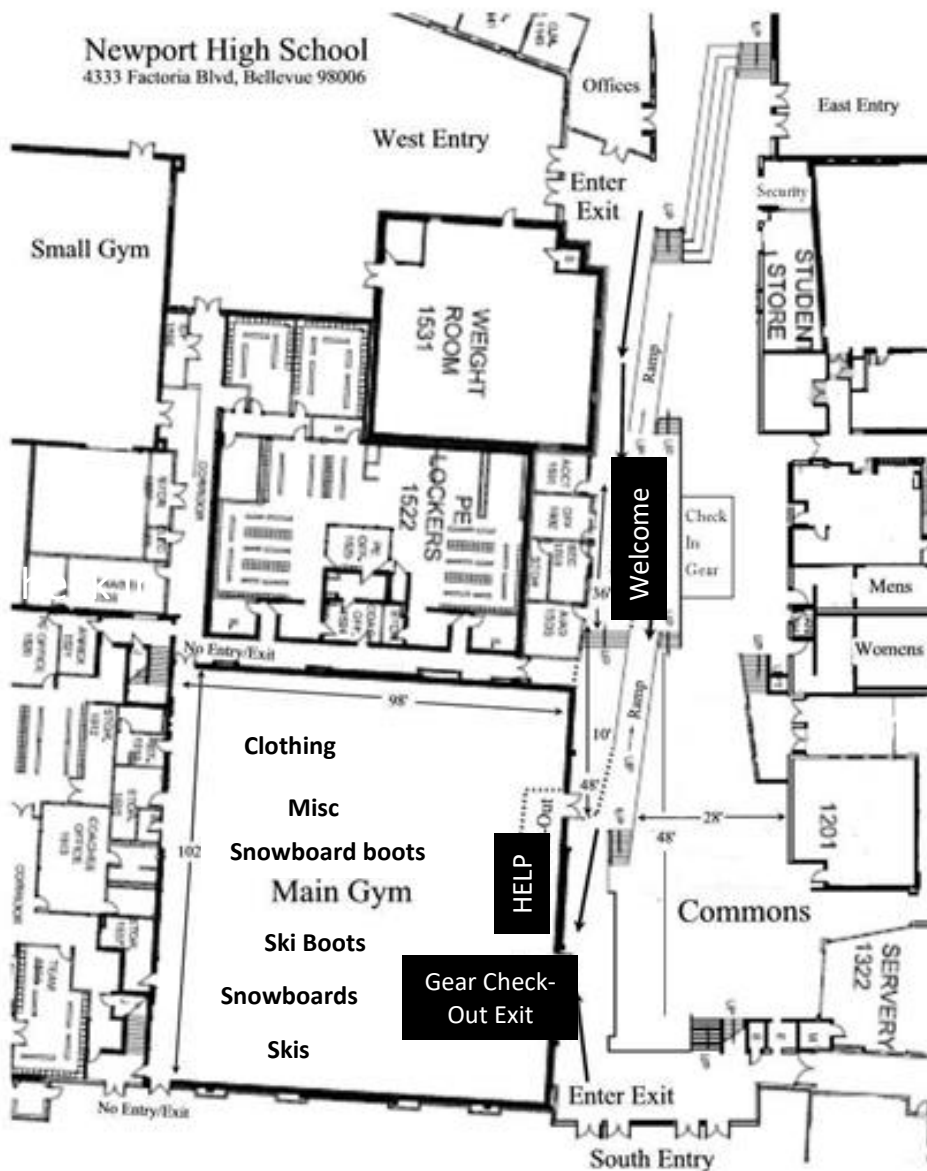


Swap Signage

1. Parking Lot
 - Swap signs pointing to the entrances
2. Commons
 - Thur-Fri - Signs pointing to Gear Registration and Gear Drop-Off (Check-In)
 - Saturday – Signs saying “No Gear Drop-Off”
 - Friday – Signs for First Tracks and Free Entry line up
 - Signs pointing to Swap Entry
 - “SkiArtistry Old Gear Recycling” sign
3. Hallway
 - Signs pointing to Cashiers
 - Signs “Is Gear Tag Still Attached? If not, See Help Desk”
4. Big Gym - Customer Sale Entrance, back wall and north stands
 - Customer entrance, Swap Layout signs
 - “No Exit” and “Exit Here” Signs
 - “Swap HELP / Questions” signs outside and inside customer entrance
 - Signs pointing to Cashiers
 - Signs pointing to Clothing, More & Other Gym
 - Age, Gender and Size signs on Ski and Snowboard Racks
 - Signs in 4x4 blocks for Ski and Snowboard Boots
5. Outside Gym
 - “No Exit” and “Exit Here” Signs
 - Signs pointing to Cashiers
 - Signs for Hats, Googles, Gloves, Pants, Jackets, Dressing Room, Age, Gender
6. Cashier area
 - Signs for Credit, Cash/Checks
 - “All Sales Final” signs
7. Gear Drop-Off area
 - Sunday Gear Pick-Up Date, Day and Time
with reminder to check sold status online (also flyers to hand to each seller)
 - Gear Tag attachment guidelines
 - Quality Requirements

Unsold Gear Pick-Up - Commons and Main Gym

8. In Commons Cashier area
 - Tables and chairs in Front of Offices
 - Laptop and printer to lookup/print unsold gear list if customer forgot
 - i. Requires Admin Logon and Customer Lookup Training
 - Help, Entrance and Exit Signs
9. In Main Gym by Southeast door
 - 2 Tables by on both sides of the door
 - 2 Laptops with scanners for scanning gear before checking out
 - Exit and No Exit Signs
10. In Main Gym east wall between doors
 - 2 Tables and chairs
 - 1 Laptop for checking on gear status and logging Not Found Gear
 - HELP Sign
11. Racks removed and Gear staged from both gyms for Pick-Up by 9am



Takedown Swap and Move Gear

1. All Ski Swap tools and gear
 - a. Take down all signs and remove all tape
 - b. Keep them in groups, Check-In, Check-Out, Cashier, Swap entrance, exit, gear sizing, ski, ski boot, snowboard, snowboard boot, clothing, etcetera
 - c. Neatly Plastic wrap them with by group by similar sizes, and smallish bundles
 - d. Store them on Takedown tables near the back door
2. Small / Outside Gym Cleanup
 - a. Move all gear to Main Gym Sunday by 9 am
 - i. Use good boxes and rectangular and rolling clothing racks
 - b. Break down and remove all tables, stages and chairs
 - c. Break down and move all boxes to loading dock behind custodian area
 - d. Sweep and remove all trash
3. Main Gym – By 9am, Prepare places to move soft goods from Outside Gym
 - a. Break down ski and snowboard racks
 - i. Lay skis and snowboard neatly on the floor on the south side of Main gym
 1. Two people working together remove all screws
 - ii. Stack wood neatly by size, plywood against west wall
 - iii. Roll carpet and rubber mats tightly and neatly and plastic wrap well
 - b. Break down and remove all but essential chairs, racks, tables and stages
 - i. Put 12 School District tables on rolling table racks
 1. Separate wood and plastic, they must be stacked neatly to get thru doors
 - ii. Store stages and table racks along south wall in Outside Gym
 - iii. Move cafeteria tables and chairs to Upper Commons
 - c. Move gear on carts to UHaul truck and stack neatly
 - i. Hangers neatly in boxes put over the cab
 - ii. Plywood, round and rectangular clothing racks against the drivers side wall
 1. Strap to wall when complete
 - iii. 2x4s neatly stacked against the passenger side wall first 10 footers then 6 then 8
 - iv. Neatly rolled up carpet and rubber mats stacked on the floor near front
 - v. Tools and supplies and miscellaneous
 - vi. 6-8 person crew goes with to move into my Storage Shed
 - d. Break down and move most boxes to loading dock behind custodian area
 - i. Leave 20 good boxes for customers to remove gear and for us to move clothing to storage after customers are gone
 - ii. When all gear gone, move remaining cardboard to loading dock
 - e. Sweep the vinyl flooring cover off and then fold onto carts
 - i. Big red one on school cart to gym NW storage room
 - ii. Others onto my cart to my Storage area
 - f. Sweep the gym and remove the trash