

# Shift Instructions

On Call Shifts, Radios, Setup Maps & Worksheets

# On-Call Shifts

## General

- ▶ Setups are to be completed before their start time
- ▶ There may be other events that need to be setup alongside one another
  - ▶ If on shift with someone else, it is sometimes useful to split up in order to complete tasks on schedule
- ▶ There will be a daily report in the Crüe room with setup maps and worksheets for the day
  - ▶ There will be cards left with this report to place on the tables in the building to help clients know which is theirs
- ▶ Room cards are to be changed daily to show who has the space booked
  - ▶ There are sign holders outside all rooms for them to be placed in
- ▶ When making your rounds during on-call shifts keep an eye out for issues with the building, unauthorized soliciting and out of place furniture

# On-Call Shifts

## Radios

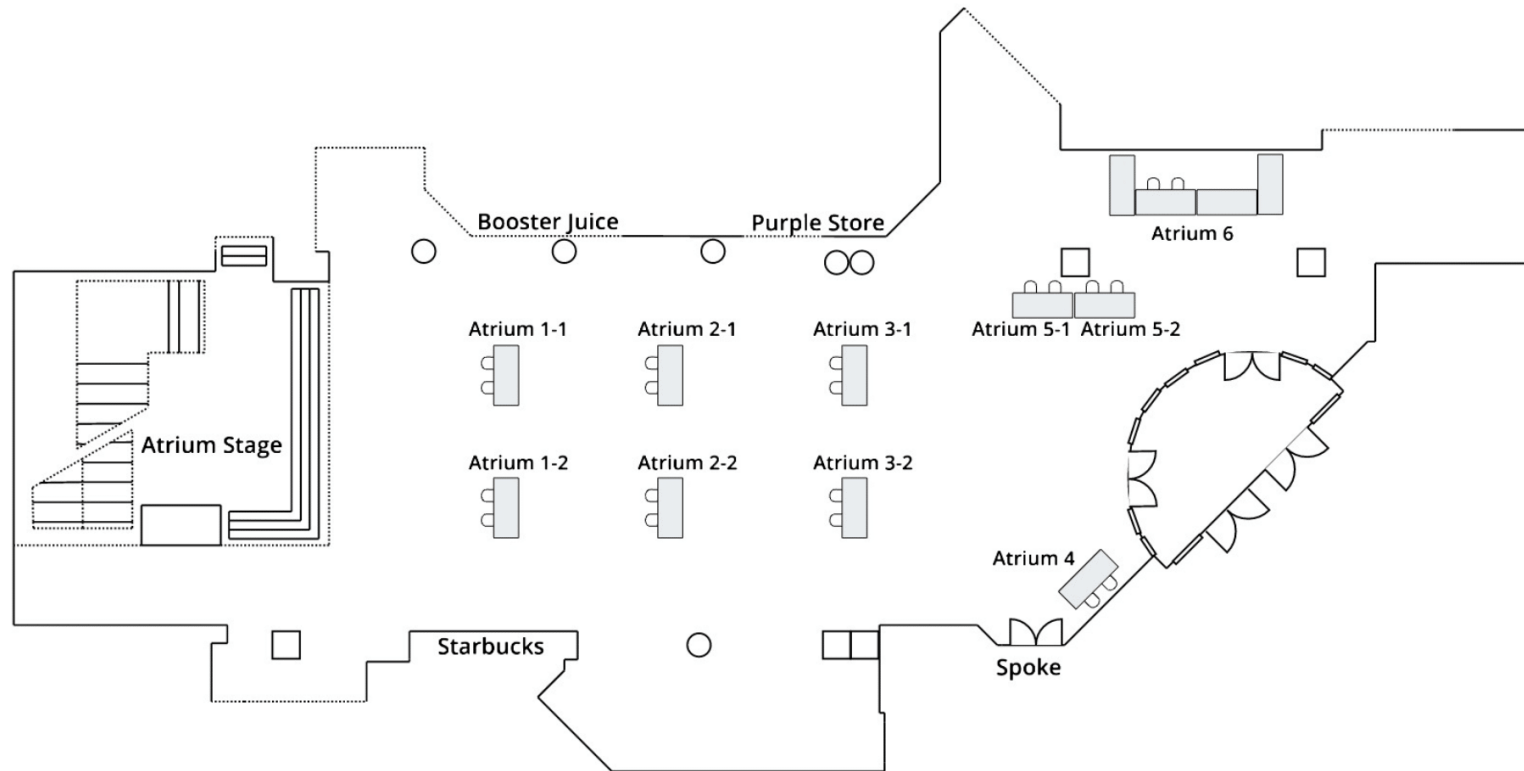
- ▶ When working on-call shifts you are required to have a radio with you at all times
- ▶ This facilitates quick communication in the Productions Department
- ▶ Radios are stored on chargers in the back of 271
- ▶ At the end of the day place the radios back on the charger
- ▶ To use the radios
  - ▶ Press and hold the button on the side before talking
  - ▶ Keep holding the button while speaking
  - ▶ When done speaking release the button

# Setup Maps & Worksheets

- ▶ Setup maps & worksheets can be found in the Crüe room - UCC 286
- ▶ Combined; these will tell you what work needs to be completed and when
- ▶ Setup maps provide a visual reference for the work to be completed
- ▶ Worksheets provide an list of the inventory needed
- ▶ These should be the first thing you check when coming on shift
  - ▶ This will give you an idea of what work needs to be completed and when

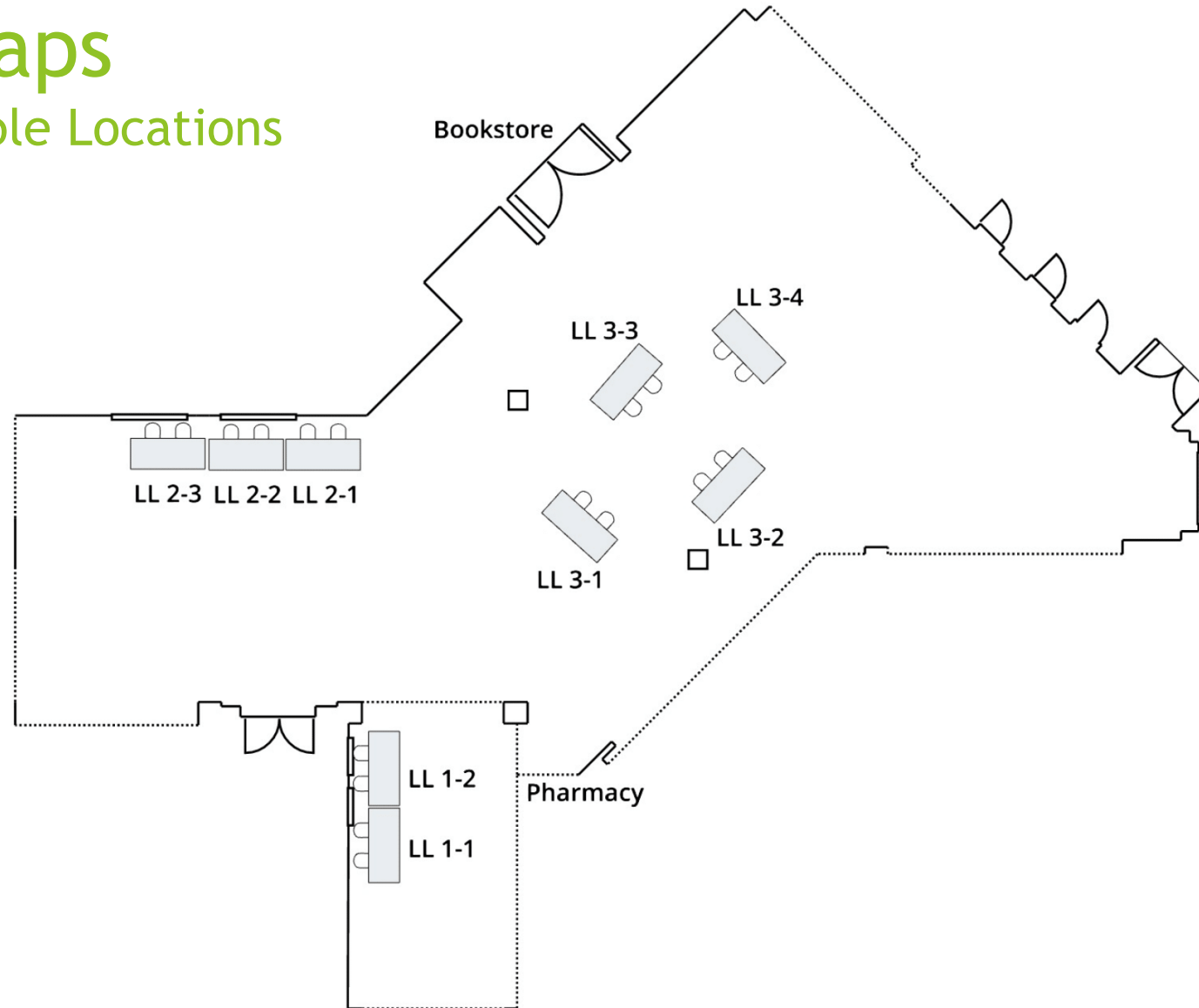
# Setup Maps

## Atrium Table Locations



# Setup Maps

## Basement Table Locations



# Setup Maps

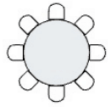
- ▶ Aside from tables & chairs, other items will often appear on the map
- ▶ These are marked for ease of reference during a setup
  - ▶ Additional Items will also be listed on the setup worksheet
- ▶ Common items found on the map are
  - ▶ Power drops with a quad box
  - ▶ Rod & Drape - 3' & 8'
  - ▶ Stanchions
  - ▶ TV Carts
  - ▶ Easels
- ▶ Note the same icon is used to indicate both 3' & 8' drape so it is important to check the setup worksheet for the correct height.

# Map Legend

## Common Items



6' Rectangular Table w/ 2 Chairs



60" Round Table w/ 8 Chairs



Stanchions



Drape - 3', 8' & 16' Heights



Power - Quad Box



Speaker - K12



TV Cart



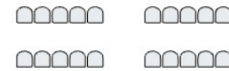
Projector & Screen



Podium/Lecturn



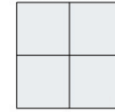
Serpentine Table w/ 4 Chairs



Theatre Seating



High Top/Cruiser Table



4' Stage Decks - 2 x 2



Easel



Coat Rack



Booth - Rod & Drape

# Setup Worksheets

- ▶ Setup Worksheets can be found attached to the setup map
  - ▶ Refer to the worksheet before beginning setup for additional details
- ▶ Information contained on the setup work sheet is
  - ▶ Reserved Time - The time to begin setup
  - ▶ Start Time - When the setup needs to be complete
  - ▶ End Time - When strike can begin
  - ▶ Exact items to be provided
  - ▶ Additional notes about the setup
- ▶ Some events will not have a map but will be referenced in the worksheet
  - ▶ Equipment deliveries or events requiring an empty room

Res Start	Evt Start	Evt End	Res End	Location / Event	Setup / Event Type	Group	Status	EC	Res ID Book ID
<b>Thursday, April 4, 2019</b>							<b>University Community Centre</b>		
4:30 AM	7:30 AM	2:00 PM	5:00 PM	Mustang Lounge: West Lounge Floor & Stage	Display - Event Multi Table (650)	UWO - Faculty of Engineering	Confirmed	sm	24429
				ES 1050 Design Showcase	Convention/Display				77326

# Setup Worksheet

## West Lounge Example

### Furnishings

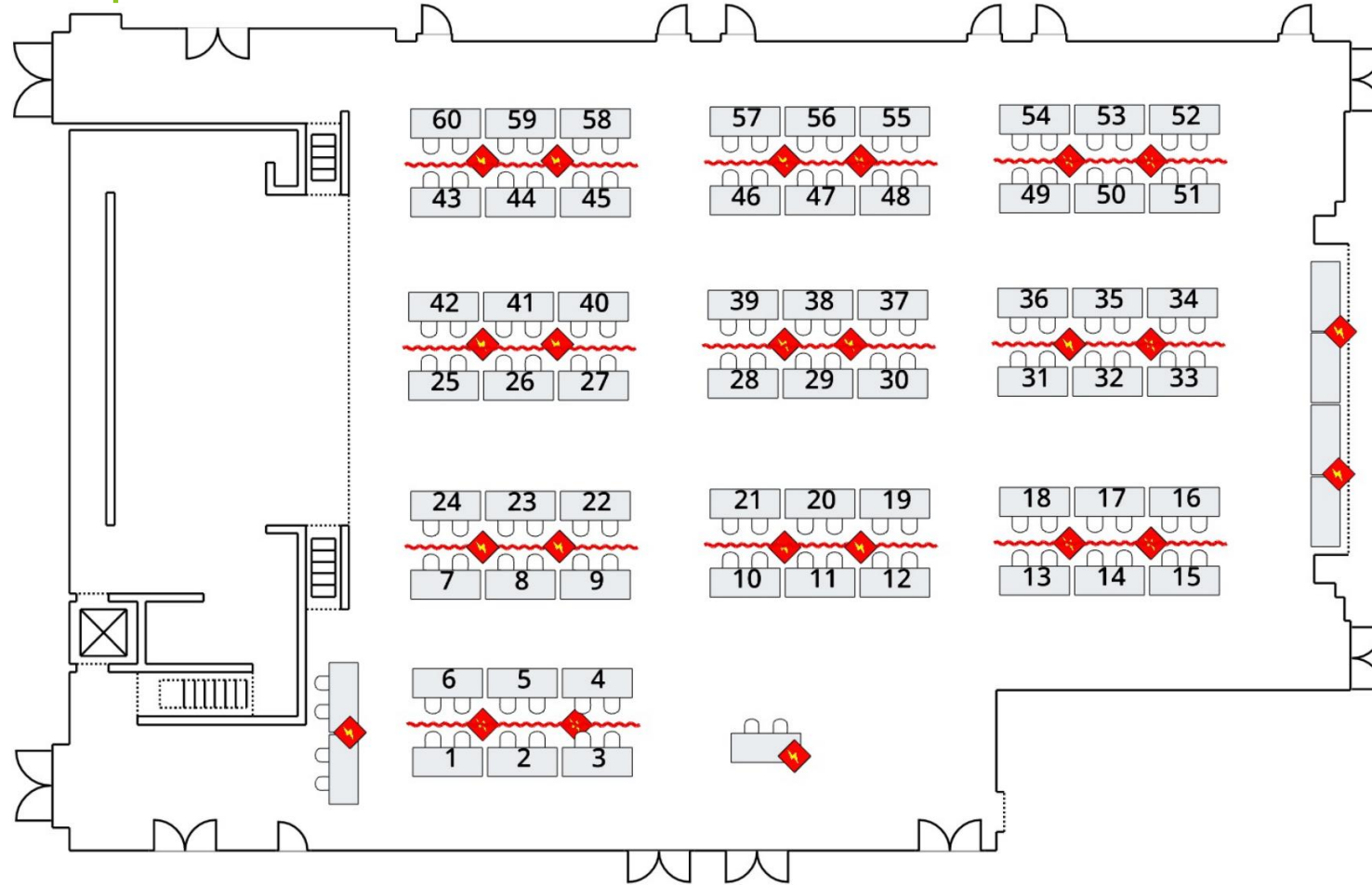
- 60 Table, 6' - Single Display Table with Chairs  
Tables will be skirted unless requested otherwise.
- 60 Table, 6' Rectangular
- 120 Chairs, Black Vinyl
- 10 Rod & Drape - 4 Section 8' x 24'  
8' high x 6' long
- 50 Rod & Drape - Base  
Please consult with reservations coordinator.
- 50 Rod & Drape - 8' Upright  
Please consult with reservations coordinator.
- 40 Rod & Drape - 6' Cross Bar
- 120 Rod & Drape - 8' Black Drape  
Please consult with reservations coordinator.
- 1 Rod & Drape - 3 Section 8' x 18'  
8' high x 6' long
- 4 Rod & Drape - Base  
Please consult with reservations coordinator.
- 4 Rod & Drape - 8' Upright  
Please consult with reservations coordinator.
- 3 Rod & Drape - 6' Cross Bar
- 9 Rod & Drape - 8' Black Drape  
Please consult with reservations coordinator.
- 3 Table, 6' - Single Display Table with Chairs  
Tables will be skirted unless requested otherwise.
- 3 Table, Skirt
- 3 Table, 6' Rectangular
- 6 Chairs, Black Vinyl
- 3 Table, 6' Rectangular

### Technical Services

- 1 Power - Distro Unit  
Additional labour and electricians fees will apply
- 24 Power - Extension Cord
- 24 Power - Quad Box  
4 Outlet Extension Bar

# Setup Map

## West Lounge Example



10 Feet

# Setup Map & Worksheet

## Combined

- ▶ After examining the worksheet you will be able to ascertain
  - ▶ The number of tables & chairs needed
  - ▶ Power requirements
  - ▶ The type of drape to be setup - 8' in this example
  - ▶ When the event starts
- ▶ Checking this first allows you to pick inventory before beginning setup
- ▶ Once you know what equipment you need you can begin to place items in according to the map

# Conference Rooms

367 thru 379

- ▶ Conference rooms are located on the third floor of the UCC
- ▶ The on-call shift are expected to go through them on a regular basis
  - ▶ At minimum once per shift and between each booking as time allows
- ▶ We provide some light duty housekeeping along with reporting technical issues in these rooms
- ▶ Housekeeping duties are
  - ▶ Wiping down the whiteboard - Use a damp cloth only (no Windex)
  - ▶ Raising & straightening chairs
  - ▶ Wiping down any food spills and throwing out garbage
- ▶ Turn off the lights in vacant rooms

# General Housekeeping

- ▶ Aside from the conference rooms staff are required to take care of some general housekeeping in other areas of the building
- ▶ These areas are
  - ▶ Second floor lounge spaces
  - ▶ Ground floor lounge spaces
- ▶ This mostly consists of resetting furniture and throwing garbage out

# General Housekeeping

## Lounge Areas

- ▶ There are a variety of lounge areas on the second floor
- ▶ They are located
  - ▶ Balcony outside the Wave
  - ▶ Balcony above the Lounge
  - ▶ Fireplace Lounge off the Lounge Balcony
- ▶ There is also the East Lounge on the ground floor
- ▶ Checking these spaces is mostly to ensure furniture has not been moved to block doors, fire exits, fire hoses and has a clear path through the space
- ▶ If furniture is in an area it should not be and is occupied politely inform whomever is seated that you must relocate it to an area that is not a fire hazard
- ▶ These spaces should be checked once per day and more often if time allows

# General Housekeeping

## Lounge Areas



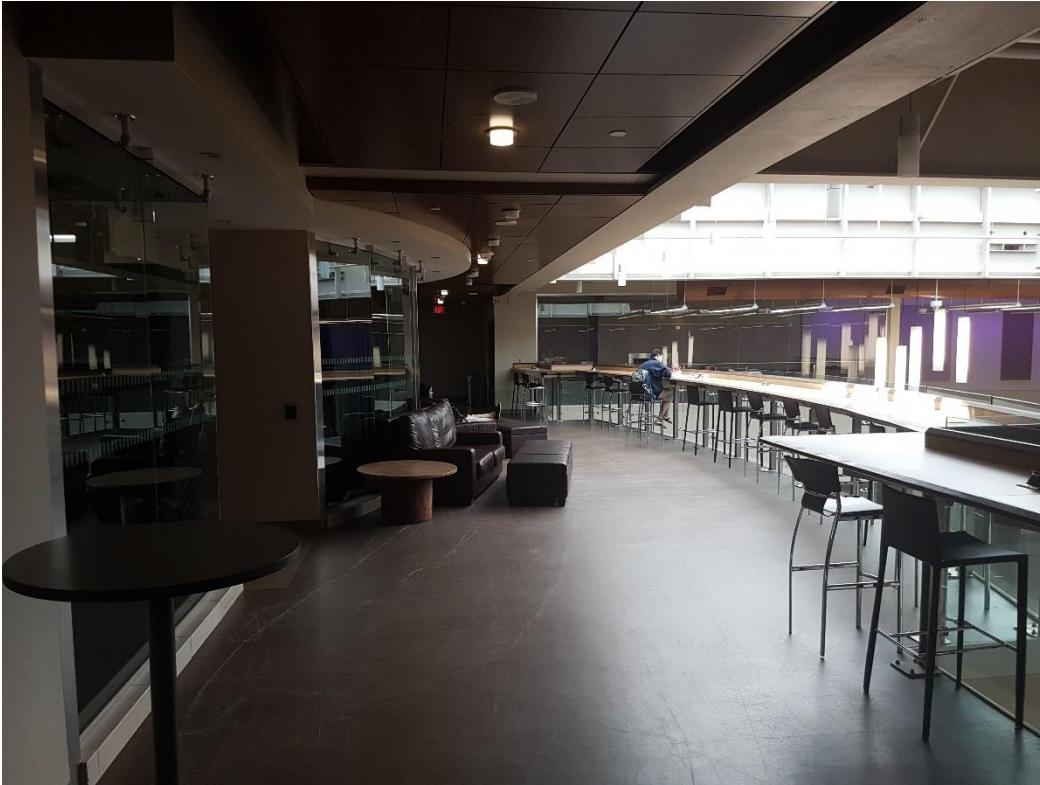
Second Floor - Outside Wave



Second Floor - Fireplace Lounge

# General Housekeeping

## Lounge Areas



Second Floor - Balcony



Ground Floor - East Lounge

# General Housekeeping

## Crüe Room & Storage Rooms

- ▶ Staff are expected to keep these areas tidy at all times
- ▶ If you make a mess in the Crüe room you are expected to clean it up
- ▶ Dispose of any garbage in these spaces on a regular basis
- ▶ Storage rooms are to be kept organized
  - ▶ Items are to be stored neatly in their assigned location
  - ▶ If you are unsure where something goes, ask
- ▶ Please do not leave a mess for your fellow crüe to cleanup
  - ▶ Remember; be excellent to each other