

# **SPRA Swim Meet Concessions Checklist**

## **Pre-Meet Setup (4:00-6:00 PM)**

- ☐ Retrieve 3 folding tables from the locker room.
- ☐ Wipe down and cover with plastic tablecloths.
- ☐ At night's end, fold and return tables to storage.
- ☐ Locate grills (in locker room or behind clubhouse).
- ☐ Confirm tools are ready.
- ☐ Ensure they are cleaned and grease traps emptied after use.
- ☐ Fill coolers with ice as it arrives.
- ☐ Label/organize coolers for drinks, extra food, and raw meat.
- ☐ Refill ice as needed.
- ☐ At night's end, dump remaining ice along fence line (not in grass).
- ☐ 1 Concession Supervisor (oversee setup & flow) assigned.
- ☐ 4 Volunteers assigned.

## **During the Meet**

- ☐ 2 Grillers (1st Half) assigned.
- ☐ 2 Grillers (2nd Half) assigned.
- ☐ 1 Concession Supervisor per half assigned.
- ☐ 4 Volunteers per half assigned.
- ☐ Pasta salad on ice in metal chafing dishes.
- ☐ Fruit on ice in metal chafing dishes.
- ☐ NO chocolate items (they melt).
- ☐ Keep baked goods and perishables out until late in meet.
- ☐ Do NOT give baked goods away for free.
- ☐ Freeze or return unused baked goods to donors.
- ☐ Use cash box with large bills (\$20+) stored underneath.
- ☐ Club treasurer collects cash boxes at the end.
- ☐ Each coach gets ONE free meal (burger/hotdog/pizza slice + drink).
- ☐ Track to ensure no ongoing free meals.
- ☐ NO children behind concession stand.
- ☐ Volunteers may step away to watch their child swim.

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☐ Break down boxes and take to dumpster.

☐ Place forgotten items in pool lost & found.

### **Post-Meet Cleanup**

☐ Clear all items from the pavilion-nothing left behind.

☐ Put non-perishables back in the shed.

☐ Store leftover drinks in fridge or open cooler.

☐ Wash all utensils and grill tools thoroughly in kitchen.

☐ Return baskets for baked goods to storage.

☐ Refrigerate leftover buns.

☐ Remove and store all signage for next meet.