

St. Martin Catholic School

Gym & Concession Setup

1. Need to arrive 1 hour prior to game time for setup.
2. Chairs for players are in concession stand and need to be evenly divided & placed under team signs
3. Table for scoreboard is either in the equipment room or the concession stand.
4. St. Martins cover for front of scoreboard table is in the concession stand.
5. Scoreboard equipment is in a green tub in the equipment room.
6. Team signs are in the folder with scoreboard box.
7. For volleyball games, be sure all basketball goals are up. For basketball games, be sure the side goals are up. The drill is in the equipment room to raise and lower the goals.
8. Uncover the pads under the baskets and put covers outside the equipment room.
9. Game balls are in the file cabinet in concession stand.
10. Bring out the ball rack before games and at half time.
11. Pull bleachers out closer to court.
12. Card table for gate admission is in the concession stand.
13. Money boxes for gate admissions and concessions are in the file cabinet in concession stand. If you do not know where the keys are to the money boxes, ask the parent representative for your team.
14. Lay out candy selection and other snacks on concession counter.
15. **Hot Dogs:** Put about 6 hot dogs on the grill. The back rollers cook faster than the front so start the dogs in the back then move to the front. Ketchup and mustard bottles are in the fridge.
16. **Popcorn:** Pop 3 batches to start with. Turn on heat, warming, & light. Packs are in refrigerator. Turn on 'turn' button. Pour pouch into popper. A set of scissors should be near popcorn machine. Turn off 'heat' and 'turn' buttons when popcorn stops popping (like microwave popcorn). Pull handle and dump.
17. **Pretzels:** Turn on machine. Place 6 pretzels from freezer on rack. When selling pretzel, spritz with spray butter and spoon salt over pretzel. Plastic spoons are found in cabinet to the right of the sink in a Wendy's box. If needed, frozen pretzels can be microwaved for 30 seconds to 1 minute before placing in machine.
18. **Cheese:** Place 6 cheese containers on bottom of the pretzel machine to warm. If there are no cheese containers made up in fridge, open a new can. Can opener found in drawer near sink. Small plastic containers with lids found in cabinet to the right of the sink.

19. **Drink List:** Found on side of Coke machine along with the pricing.
20. Coffee is found in the fridge. Coffee stirrers, creamer, sugar, and Sweet 'n Low are available.
21. **Hot Chocolate:** There is a measuring cup that can be used to heat water up in the microwave for hot chocolate. There are Wendy's spoons in a box in the cabinet to the right of the sink.
22. **Referees:** Preferred to be paid from admission cash box if funds are available. Otherwise may use the concession cash box. A referee receipt needs to be completed in full and signed by the referee and the St. Martin representative. Please put completed receipt in cash box.

Volleyball: \$15 per match for 5/6 grade
 \$18 per match for Jr. Varsity/Varsity

Basketball: \$25 per game for 5/6 grade
 \$30 per game for Jr. Varsity/Varsity

23. Clean up process at end of last game:
 - Follow the directions on the fridge in concession stand.
 - Put game balls in file cabinet.
 - Cover pads on walls under baskets.
 - Count and record cash balances using the "Cash Box Summary" form. Cash boxes must be counted by 2 St. Martin representatives. Both individuals must sign form. Please place completed form in cash box.
 - Be sure all trash cans are empty in the gym and concession stand and trash bags are disposed in the dumpster behind the cafeteria.
 - Make sure all of the toilets are flushed.
 - Unplug all machines from the wall outlets.
 - Close the roll up door to the concession window and make sure it is locked.
 - Make sure all lights are off (includes restrooms).
 - Doors to concession, equipment room, and gym must be locked.

Thank you for your help in supporting our athlete disciples and our school!