

## **Facilities Training**

The purpose of this training document is to provide you with the Gala details and the expectations to successfully support the event. This training material will provide an overview of the following roles: Facilities prep and Facilities Prep and Clean

**Location:** Oak and Hood, 11347 S Macksburg Rd, Canby, OR

### **Performing Duties:**

**Shift One:** June 12<sup>th</sup> from 10 am to 3pm  
June 14<sup>th</sup> from 10 am to 3 pm

### **Introduction:**

- Welcome & Introduction
- Overview of training objective and agenda and shifts.

### **Shift Responsibilities:**

**Volunteer Role:** Facilities Prep

**Shift:** June 12<sup>th</sup> from 10:00am to 3:00pm, and June 14<sup>th</sup> from 10:00am to 3:00pm

**Short Description:** On June 12th arrive at HTPS and collect supplies, unload unneeded items and load the Gala trailer. Then travel to the venue location and set up tables, chairs, clean and set up garbage cans, lighting, wine toss game, etc, and offer support to other zones as needed.

On June 14th arrive at HTPS and unload the trailer. Clean and organize all Gala equipment. Sort out what belongs to the school and others. Then we will organize and pack the Gala trailer for next year.

### **Gala Maps:**

- Understand the Maps.  
Please study all maps in the volunteer training manual this will help with our time management.

### **Post Gala Responsibilities:**

- Know what needs to be put away and where it needs to go.
- If you don't know what to do, ask Kevin.

**THERE WILL BE NO DRINKING DURING GALA HOURS. IF CAUGHT DRINKING.**