

## To Do List:

April/ May:

1. Call Mount Shasta Water and set up donations for all meets. They have a list of what water was used in past meets. The person at that is in charge of donations is different every year so just call.
2. For coffee we sometimes use Dutch Bros. but have found it easier to use the Starbucks on Lake Blvd. as a donation contact. If you want to use Dutch Bros. they fill up fast for events so call as soon as possible and then double check the booking two weeks in advance.
3. Fine Designs is our t-shirt vendor and they usually only come for NVAL's or Jr. Olympics. They will contact you for approval of the t-shirt design and a list of the teams attending the meet. They will need that list of teams two weeks before the meet.
4. The coolers we use are from Napa Auto Parts and they need to know the dates of the meets and how many coolers are needed (2). They will drop them but we will need to take them back by 3:00 on the last day of the meet.
5. Sound System is donated by Joe Bull and if his equipment is not available then call Mike's Music and Sound. You will have to pay them and then get a reimbursement from the team. You will need to pick up and drop off the equipment.
6. Timing equipment needs to be ordered and picked up. Mark Wagner and Randy Morphey can assist you with this.
7. Food permit will need to be nailed down two weeks before the meet. They will need a menu and a map of how the snack bar will be set up. You will need to work with the snack bar people to organize the food permit. Make sure that the refrigerators are ordered from Carmona's Appliance and that they are reserved.
8. Job Signups will be posted by Mark on the website and when they are you can make the necessary adjustments to them at that time.
9. Line up a person to sing or play a musical instrument for the National Anthem. We usually use a child from our own team for this. Ask Coach Beth or Coach Bethany if they know of anyone who would like to sing or play the national anthem.
10. Check with Mark regarding Ice form the college, 2-3 weeks before the meet. Confirm pick up and times.
11. Make sure Hospitality, Snack Bar, and Admin Team Leaders fill out the equipment list so Randy know what to bring to the pool for set up.

\*\*\*Remember to keep in touch with Randy his is your go to for getting things out of storage, working with Mark on getting the timing equipment. Picking up the water from Mount Shasta Water needs to be planned.

\*\*\*Two weeks before the meet there is a meeting with the head of snack bar, hospitality, admin., meet director, Randy, and Mark to see how things are shaping up and what else needs to be done.

\*\*\*When the meet closes you will need Erica to send you a warm up report so that you can calculate the number of timers need for each team and that will tell them what their lane assignments are as well as the number officials needed. You will also need a time line from Erica and send that information as well as a welcome letter to the coaches letting them know of any parking, camping, or other restrictions about the meet to Bill Fisher so that he can send it on to the coaches of the teams. This needs to be done ASAP after the meet closes.

\*\*\*A week before the meet check on the job sign up so that you can see where there needs to be holes filled. Try and enlist a person who can help you get people to sign up for the jobs needed even if you have to call them or meet them at the pool. The better this is planned out the easier it will be for you to run things.

#### Contacts:

\*\*William (Bill) Fisher [golfswim2003@yahoo.com](mailto:golfswim2003@yahoo.com) (Official)

\*\*Dmitriy Gering- [Fine Designs](http://Fine Designs) [dmitriy@finedesigns.com](mailto:dmitriy@finedesigns.com) (T-shirt Vendor)  
Lyuba Gering [fdnames@hotmail.com](mailto:fdnames@hotmail.com) 916-372-6753  
Trish Halsey (in charge of the design of the logo for the shirts)  
[info.HawtGraphics@gmail.com](mailto:info.HawtGraphics@gmail.com), 206-619-9860  
Serge Shpakovskiy (in charge of Official's Shirts) [sergeca@finedesigns.com](mailto:sergeca@finedesigns.com)

\*\*Mount Shasta Water 530-246-8800 ask for person in charge of donations last year it was Pandie

\*\*[Dutch Bros](http://Dutch Bros). Trudee [dbdonations@gmail.com](mailto:dbdonations@gmail.com) or Chris Resner(owner)  
[cresner1@yahoo.com](mailto:cresner1@yahoo.com)

\*\*Health Department (food permit) Fern Hastings [fhastings@co.shasta.ca.us](mailto:fhastings@co.shasta.ca.us)

\*\*Napa Auto Parts (coolers) Jerry Ross 604-9853

\*\*Mikes Music and Sound 843-3774