

# Room Setup

## Tech Squares Weekly Job

### Description

Responsible for bringing all the needed club equipment down from the office and seeing that it is set up.

### When

30 minutes before Early Rounds starts (usually 7pm). Our reservations start at 6:30pm, so do not set up the room before 6:30pm. (Some previously made reservations through Spring 2020 may start at 6:45pm, but if CAC does not seem to be actively doing anything with the room, starting at 6:30pm is probably fine. Future reservations after Spring 2020 should start at 6:30pm.)

### What you need

- Knowledge of which room(s) Early Rounds and Squares are in this week (although they're almost always the same room).
- Location of and access to the office (W20-423) – ask the job coordinator or an officer for the office combo.

### Things to bring

The following should be brought down from the office:

- Bag of cables (beige and red)
- Bag with Hilton (blue)
- Speaker
- Speaker stand (if not in Lobdell)
- Briefcase
- Snacks, Purell, cups
- Water cooler (green) (if in Sala)

### Setting up

- The bag of cables, Hilton, speaker, and speaker stand should be brought to the stage, where the cuer will set up.
  - The orange extension cable should be plugged into the nearest wall outlet, and the other end brought to the stage with the 3-to-1 adapter attached to it.

- If in Lobdell, the speaker should be placed on a chair on the balcony above the stage, slightly angled downwards. Do not place it directly above where the caller/cuer will stand, in order to avoid feedback.
- The speaker cable (located in the Hilton bag) should be plugged into the speaker, looped around the railing, and the free end should hang over the balcony to be used by the cuer.
- If elsewhere, the speaker should be connected to the speaker stand and set up next to the stage.
- The cuer can connect the various cables and equipment if you would prefer not to
- The water cooler should be filled (if in Sala). It can be filled with the spigot next to the water fountain outside Lobdell. Using the spigot requires a tool that should be on the cart or in the office, and the blue hose that attaches to the spigot.
- Snacks from last week and Purell should be set up on a table at the back of the hall (away from the stage). Cups next to the water cooler.
- The briefcase should be stored under the table on the stage until Gate comes to retrieve it, so that someone is watching it at all times.

## **Other Info**

Here's what to do if the room not set for dancing when you arrive:

Call 617-253-1500 and ask for the CAC Night Manager. When you reach the night manager, say you are with Tech Squares and mention which room we have reserved. Politely explain the problem or what's missing. For the tables and chairs in Lobdell, you can explain that we asked for them to be cleared in our room reservation. After understanding the situation, the night manager will likely say someone is on his way. Please remember to thank the night manager for the help!

When squares are in the same room, we generally want a stage with one 6-foot folding table on it, and it should be set up on one end of the hall. If we are not in Lobdell, we also need two other folding tables — one for gate and the other for refreshments. If we are in Lobdell, we use the existing tables for those purposes.

***Thanks for helping with this very important job!***