



CLEAN UP CREW

The Clean Up Crew takes down and puts away supplies, clears trash, and performs other tasks necessary after the event to ensure that the venue is left as required by SCSCAI. (No table dismantling or chair stacking is necessary.)

General Responsibility: Make sure the venue is clean and cleared of club supplies after the event

Things to Do:

- Remove centerpieces and plastic covers and clear trash from tables
- Clear serving tables and bring leftovers into kitchen
- Clear beverage tables and bring leftovers into kitchen
- Pack all unused tableware (utensils, glasses, napkins) into plastic bins
- Gather all signs/posters/decorations and bring into kitchen
- Pack up any other club supplies
- Assist in loading plastic bins and supplies into board member vehicles

Coordinators: President and VP of Events and Activities

Needed: Four (4) volunteers working together with the coordinators to clean up the venue and pack up club supplies