

**IMG Portable Seat Installation at TCF Stadium
Hopkins Track & CC Booster Club
Instructions For: Sunday Aug 19th, 2018
(Adjust as Necessary for Future Dates)**

Meeting Time and Location: The group should all be at the Jackson County entrance (east side of the stadium at Security) **promptly at 8:00 AM**. It is important for all volunteers to be punctual as we get you signed in with Security and escorted up into the stadium. It does not work well to coordinate with security if volunteers arrive after the start time.

Installation Instructions: Once the group is in your assigned section on the concourse, a demo on the proper seat installed will be given to those who have, and will be fastening the seat with drills. Seat maps indicating where the portable seats are to be installed will then be provided to a coordinator. It works best to have teams with people assigned specific duties as follows:

- Coordinator/Mapper - One person with seat installation map who will read off seat locations. This person will start the process in the first assigned section.
- Hardware - Three people to carry one bucket each with one containing nuts, one containing bolts, and one containing seat brackets who will follow the seat map reader and put hardware on the assigned seat locations.
- Runners – many people to carry seat cushions and seat backs up or down stairs from the main concourse to seat locations marked with hardware.
- Assemblers – several people per section to hook cushions on seat back brackets and hand tighten hardware
- Drillers – those with drills and wrenches (or sockets) who will follow behind the assemblers to tighten nuts and bolts with drill
- Cleaners – several people to follow the Assemblers and Drillers to wipe down seat cushions to remove dirt and grime.
- Auditors/Quality Control – one or two detail oriented people to take a second set of seat maps to go through rows as they are finished to be sure all seats were installed and in the proper location.

NOTES AND DETAILS

Quality Audit: It is of utmost importance that the seats are properly installed and in the correct location. Payment is dependent on accuracy and proper installation. These are the 1-2 persons who will be needed to conduct quality audits of each section when they are completed.

Tools: A total of 8-12 portable drills with ½” sockets for tightening **along with a ½” hand wrench.**

Cushion Cleaning: Cushions will need to be wiped down with wet towels after installation. Towels and buckets will be provided. Water can be accessed via the janitor's closets in the 4 corners of the stadium.

Lunch: Volunteers need to bring their own snacks, lunch, and/or refreshments. There is nothing open in the stadium and we don't allow volunteers to leave and come back.

Restroom: There will be a restroom unlocked in each corner of the stadium.

Parking: Parking lot availability varies but there should be easy availability in the Maroon Lot just north of the stadium. There is also the Gopher Lot near the Jackson County Security entrance.