



## Gym Setup Checklist

- Bleachers pushed back
- Baskets down
- Lights on and working
- Floor dusted or mopped
- Throw away all trash on the court and in the bleachers
- Put away or organize all tables and chairs
- Clock set up and working
- Sound system set up and working
- Place and hang all signage
- Set up check-in table (check-in checklist)
- Set up basketball storage
- Set up concession stand
- Set up coaches packets