2026 ROTARY TIMELINE FOR ARTS & CRAFTS FAIR

Nancy (Lifestyle Dept.) Contact # 224-515-6026 (call or text)

OUTDOOR NUMBERED SPACES INSIDE FRONT PARKING LOT
(NO VEHICLE TRAFFIC IS PERMITTED INSIDE 200-226 SPACES)

FRIDAY, NOVEMBER 6

11 am	Signage in place – barricades, shuttle service
	Double-check that all is in place – **SET-UP TEAM**
Before 1 pm	Signs posted around Sun City – **SET-UP TEAM**
1:15 pm	**EVERYTHING READY**
1:55 pm	**OPS TEAM & TENT TEAM** in place: tent, ballroom, front parking lot 200-226
2 – 8 pm	**EXHIBITORS SET-UP**
8 pm	Ballroom is closed/all exterior doors locked BUILDING IS CLOSED – **DESIGNATED**
	ROTARY PERSON & MONITOR ON DUTY

SATURDAY, NOV. 7 – FAIR HOURS 9 am-4 pm

6:45 am	**SHUTTLE TEAM** in place – 1 vehicle goes to Legacy Pavilion
7:00 am	Shuttle service begins – **SHUTTLE TEAM**
	OPS TEAM in place
7 – 8:30 am	**EXHIBITORS SET-UP**
	Same courtesies/procedures as on Friday – OPS TEAM & TENT TEAM
7 am	Donuts & coffee – **ROTARY**
9 am	**FAIR OPENS – TENT TEAM**
9 am – 4 pm	**OPS TEAM** circulates all exhibitor areas, cleans tables, checks trash cans, etc.
	(report needs to Monitor's Desk, Monitor will contact Housekeeping)
4 pm	**FAIR CLOSES**
	Ballroom is closed/all exterior doors locked BUILDING IS CLOSED – **DESIGNATED**
	ROTARY PERSON & MONITOR ON DUTY
5 pm	Shuttle service ends (go later if needed) – **SHUTTLE TEAM**

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SUNDAY, NOVEMBER 8 – FAIR HOURS 10 am-2 pm

8:45 am	**SHUTTLE TEAM** in place – 1 vehicle goes to Legacy Pavilion
9 am	Shuttle service begins **SHUTTLE TEAM**
10 am	**FAIR OPENS** - **TENT TEAM**
10 am – 2 pm	**OPS TEAM** circulates all exhibitor areas, cleans tables, checks trash cans, etc.
	(report needs to Monitor's Desk, Monitor will contact Housekeeping) – **OPS TEAM**
2 pm	**FAIR CLOSES**
	Circulate to watch for booth clean-up, etc.
	NO EMPTY BOXES LEFT IN SPACES– **OPS TEAM**
	Return directional EVENT road signs io Monitor's Desk – **SET-UP TEAM**
3:30 pm	Shuttle service ends (go later if needed) – **SHUTTLE TEAM**
	Return 3 sets of Sun City vehicle keys to Nancy (Lifestyle team)