

## **Leader / Manager responsibilities for youthfield events:**

1. Schedule with customer , discuss events requested.
2. Get deposit online \$75
3. Order paintballs, supplies, etc
4. Arrive 1 hour early, close gate
  - a. Open garage for golfcarts, check gas, tires, etc.
  - b. Open paintball, fill tanks, check gear, etc
  - c. Open snack shack
  - d. Everyone ref shirts, whistles
  - e. Open zipline, other needed areas
  - f. Clean aviary, turn on waterfalls
5. Confirm employees early arrival

### **6. AFTER ARRIVAL :**

7. Have all guests sign waivers online
8. Go over bathrooms, rules, safety, etc
9. Finish payments
10. Keep employees busy at all times
11. Keep customers safe at all times, never leave group unattended
12. Take pictures of group and post on social media

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### **AFTER EVENT :**

1. Organize all gear, separate any empty tanks, broken guns
2. Put away all guns after cleaning, separate and organize
3. Clean up everything, turn off waterfalls
4. Put away golf carts, charge electric one
5. Lock up all buildings
6. Text Marshall about supplies to order, broken equipt, etc
7. Inventory supplies like sno cane, paintballs, etc