

Set Up and Break Down Protocols 2026

Event Set Up Volunteers

Volunteers should arrive by 9 am on Thursday May 28th at the Agri-Plex

Enter and register as a volunteer

All volunteers will be helping in several areas. It might be helpful to bring work gloves if you can

Jobs to complete:

- Set up tables
- Cover with plastic
- Set up dental chairs, doctors and assistant stools
- Set up sterilization area
- Unpack central supplies
- Set up patient entry area, radiology, triage with tables, covers, chairs etc.
- Attach dental units to tables
- Set up waiting chairs
- Hang up signage
- Other jobs as needed

Typically, we spend 9-3 pm with set up. Lunch will be provided

If you are not able to do heaving lifting or moving don't worry, there are many jobs that you can do!

Event Break Down Volunteers

Volunteers should arrive by 3:00 pm on Saturday May 30th at the Agri-Plex.

Enter and register as a volunteer unless you are already on site

All volunteers will be assisting in several areas. It might be helpful if you bring work gloves for breakdown of large items like dental chairs, stools and autoclaves

Jobs to be completed:

- We begin with breaking down the patient entrance area, packing up clipboard and boxing up items in that area. Taking down and saving signage
- Next we move to the areas of triage and breakdown table covers and pack away all of our supplies
- We do not need to breakdown tables, chairs or pipe and drape.
- When the last patient has left the clinical area we begin to break down. That involves removing all items from the tables and returning anything to central supply or sterilization

- The large pallets will be brought back into the hall via forklift and pallet jack and the dental units, stools and dental chairs will all be broken down and stored
- Sterilization will count all instruments and begin to breakdown and store all autoclaves
- Central sterilization will pack away all supplies that we can use for next year and discard any that will expire
- All signs will be gathered for Dr. Terry
- All PVC will be disconnected. All equipment will be packed as directed

The breakdown is always the most fun. Many volunteers that have worked all day are tired. We usually finish between 5-6 pm if we have enough volunteers. Please plan to come and help until we are done.