

To: MHS Custodians  
From: Jeff Cassella, Athletic Director  
Re: Winter sports dates and set up.

Please have the following set up on the enclosed dates for Boys Basketball games at 4:00pm. Please do not set up any earlier than 4pm due to the fact that we will have practice prior to the game.

Dates:

Friday November 30  
Saturday December 8  
Tuesday December 18  
Friday January 4  
Saturday January 12  
Friday January 18  
Saturday January 19  
Saturday February 2  
Tuesday February 5  
Friday February 15

1. Hallway gate from pop machines across gym lobby
2. One table in gym lobby.
3. Open and uncrank front gym lobby doors.
4. Small table and 2 chairs inside gym door by gate.
5. Girls PE locker room empty trash and check toilets.
6. Main 2 baskets down all others up.
7. All lower bleachers pulled out.
8. All upper bleacher pulled out. (new this year as we will have a pep band.)
9. 15 gray Mentor chairs on each bench areas.
10. 5 chairs from I-11 brought to half court area on North side of gym for scorers table.
11. Put table in bleachers behind home bench.
12. Trash cans place behind each team bench and the corners of the gym bleachers.
13. Dry mop main floor.
14. Place red carpets in appropriate places (during winter months).
15. Lock all other exterior gym doors.

These dates are the stand alone 9<sup>th</sup> grade boys games. Only need team bench and score table set up as well as lower south bleachers. Set up times are as follows:

Wednesday December 5 set up at 5pm  
Saturday December 15<sup>th</sup> set up at 10am  
Saturday December 22 set up at 9am  
Saturday December 29<sup>th</sup> set up at 9am  
Wednesday January 9<sup>th</sup> set up at 5pm  
Wednesday January 16<sup>th</sup> set up at 5pm  
Wednesday January 30 set up at 5pm

Saturday February 2 set up at 10:30am  
Saturday February 9 set up at 10am

We will also be hosting a 9<sup>th</sup> grade boys basketball tournament on these dates  
Saturday 2/16 setup at 9 am. There will be 4 games and will end approximately 4pm  
Sunday 2/17 same  
Monday 2/18 same

We are also hosting at JV boys tournament on these dates:  
Thursday December 27 set up at 2pm  
Friday December 28 setup at 2pm  
Set up just like 9<sup>th</sup> grade games. Thanks.