Team Minor: Week of June 7, 2015 #9 - Hanger (8 per person) and Light Weight Shelf (2 per person) Tagging

**Project Participants**
The following group will be needed in this project:

- 14 Minors

**Advance Tag Organization**
Small, bound bundles of 10 tags (per person) will need to be pulled from the total laminated set. These should be added to a second set of binders (1 set per canopy in binders that are clearly labeled) with clear page protectors used as clear pockets. Inside the canopy set, the page protector pockets need to be in alphabetical order by last name. Canopy totes will also need to be prepared containing the rack dividers with printed inserts.

**Advance Light Weight Shelf Organization**
Assemble the light weight shelves on the tennis court in advance in 6 separated groups for each canopy.

**Evening Project on a Lit Tennis Court**
Eight large folding table and bench sets will need to be set up on a tennis court for this evening project (three 6’ table and bench set are planned for each canopy area). Black Beauty Racks will also need to be set up.

**Supplies**
The supplies needed for this project include:
- Hole punchers
- Small ouchless cloth-covered elastics
- Large ouchless cloth-covered elastics
- Wooden hangers
- Plastic hangers
- Light weight shelves
- Garbage can for discarded packaging

**Demo and Assembly Line, Hanger Tagging**
Open the binders, one canopy set at a time across two of the tables. Organize an assembly line along one long expanse of folding table space:
- 2 people pulling 8 tags per person and leaving two tags in each plastic protective sheet.
- 2 people punching
- 4 people applying elastics to the tags (keeping a person’s tags together)
- 2 people tagging wooden hangers
- 8 people tagging plastic hanger
- 2 people moving hangers to alphabetical sections along Black Beauty racks
Carefully move the racks in pickup trucks to each canopy area (compress all the hangers on a rack and spread them out -- at the destination end).

**Assembly Line, Hanger Tagging**
When the hangers are all tagged, form a similar assembly line to tag the shelves:
- 2 people pulling 2 remaining tags leaving empty plastic protective sheets.
- 2 people punching
- 6 people applying elastics to shelves in each canopy section.

The remaining people should carefully move the light weight shelves to the canopy areas.