

<b>Thursday, April 17</b>			
Before 12:00 PM	(20) Fences arriving to block off O'Neill Plaza during load-in	Grounds Crew	O'Neill Plaza
Anytime	Drop off tails on Devlin side for Grounds Crew to set up power over weekend.	Audiospectrum	O'Neill Plaza, Main Tent

<b>Friday, April 18</b>			
Anytime	Set up power to Main Tent	John Connell	O'Neill Plaza, Main Tent
Anytime	Deliver Blocks for Main Tent	A-Tent-For-Rent	O'Neill Plaza, Main Tent

<b>Monday, April 21</b>			
7:00 AM - 9:00 AM	Set up Stokes Tent	A-Tent-For-Rent	Campus Green, Art Tent
9:00 AM - 2:00 PM	Set up Main Tent	A-Tent-For-Rent	O'Neill Plaza, Main Tent

<b>Tuesday, April 22</b>			
8:00 AM - 12:00 PM	Deliver tables (40), white folding chairs (550), dividers, and blue folding chairs (20) to Main Tent. See contract for detailed inventory	Appleton	O'Neill Plaza, Main Tent
	Deliver tables (10), white folding chairs (100), stage deck, and dividers to Art Tent. See contract for detailed inventory	Appleton	Campus Green, Art Tent
	Deliver tables (3) and dividers to Gasson 100. See contract for detailed inventory.	Appleton	Gasson 100
9:00 AM - 11:00 AM	Move display walls from Warehouse to Art Tent (deliver ALL walls and bag of hardware that should be with them: 36 single sided walls, 6 double sided). This includes all of the walls that we own.	Grounds Crew	Campus Green, Art Tent
10:00 AM	Tune piano	Tony McKenna	Gasson 100
11:00 AM - 1:00 PM	MOVE Kiosks from various locations (per map). Must be stabilized by carpenters when in place. Call Sarah so they can be placed on site.	Grounds Crew & Carpenter Shop	O'Neill Plaza & Various Locations
11:00 AM - 2:00 PM	Set up display walls in Art Tent	Carpenter Shop	Campus Green, Art Tent
12:00 PM	Confirm with Admissions that we can borrow two directors' chairs	Komo & Sarah	Devlin Hall
1:00 PM - 2:00 PM	After Kiosks placed, repaint and touch up with black paint.	Grounds Crew & Carpenter Shop	O'Neill Plaza & Various Locations
2:00 PM - 4:00 PM	Move Office Supplies & Equipment from Rubenstein First Floor, Room 4 to Volunteer Tent on Plaza	Grounds Crew	Rubenstein First Floor, Room 4

Master Production Schedule  
Arts Festival 2014

Updated: 4/18/14

<b>Tuesday, April 22</b>			
2:00 PM - 4:00 PM	Repaint Art Walls, repair as needed. Paint must be finished today.	Carpenter Shop	Campus Green, Art Tent
by 3:00 PM	Deliver 8' ladder to Stokes Tent	Carpenter Shop	Campus Green, Art Tent
4:00 PM - 6:00 PM	MOVE all 275 chairs for Gasson 100 into the room. Stack approximately 65 on O'Neill Plaza side of the room. Stack rest on opposite side near stage and against the wall.	Grounds Crew	Gasson 100
6:00 PM	Overnight security in place til 7:30 AM next day	Campus Police	O'Neill Plaza, Main Tent

<b>Wednesday, April 23</b>			
7:30 AM - 9:00 AM	Deliver trash barrels and recycling bins to Festival Locations	Grounds Crew	O'Neill Plaza, Campus Green, Quad
8:00 AM -10:00 AM	MOVE LAG Equipment from McElroy 213 to Gasson 100. All equipment will be labeled. (*NOTE: rehearsal begins at 3:00 PM)	Grounds Crew	Gasson 100
8:00 AM - 3:00 PM	Set 28'x36' stage with Marley Floor	Performance Platform	O'Neill Plaza, Main Tent
9:00 AM - 3:00 PM	Deliver Sound and Lighting Equipment. See contract for detailed inventory.	Audiospectrum	O'Neill Plaza, Main Tent
9:00 AM - 3:00 PM	Production Interns Orientation	Komo & Skelley	O'Neill Plaza, Main Tent
	Production Team to assist Audiospectrum with Lighting and Sound Load-In	Komo & Production Team	O'Neill Plaza, Main Tent
10:00 AM	Drop off (6) Walkie-Talkies to the Volunteer Tent	Dave Early	O'Neill Plaza, Main Tent
10:00 AM - 12:00 PM	MOVE 9 Chorale Risers from Lyons 423 to Main Tent	Grounds Crew	O'Neill Plaza, Main Tent
10:00 AM - 3:00 PM	Sound install in Gasson 100 for LAG concert (*NOTE: Needs to be complete by 3pm)	Jon Sage/MTS	Gasson 100
10:00 AM - 3:00 PM	Hang approx 20 banners onto Stokes Tent (See Sarah or Laura for placement)	Carpenter Shop	Campus Green, Art Tent
10:00 AM - 5:00 PM	Set up Art Tent exhibit	Shannaway, Leslie, & Art Tent Team	Campus Green, Art Tent
10:00 AM - 12:00PM	Move 70 Music Stands from Band Room to Gasson 100 (*NOTE: rehearsal begins at 3:00pm)	Piece by Piece Moving company	Gasson 100
	MOVE Band B (University Wind Ensemble) equipment from Band Room to Gasson 100 (*NOTE: rehearsal begins at 2 pm)	Piece by Piece Moving company	Gasson 100
12:00 PM - 3:00 PM	Unpack Band B equipment and store in Gasson 100 behind curtain	Bands Program	Gasson 100
1:00 PM - 3:00 PM	MOVE A-Frames from Transportation Office on Brighton to Main Tent (All those without fixed signage, approx. 20)	Grounds Crew	O'Neill Plaza, Main Tent
2:00 PM - 3:00 PM	LAG reports to setup personal equipment for rehearsal to begin at 3:00 pm	LAG	Gasson 100
2:00 PM - 3:00 PM	Production Meeting with Office Staff	Festival Staff	O'Neill Plaza, Main Tent
2:30 PM - 3:00 PM	Irish Studies Test Piano	Beth Sweeney & Komo	O'Neill Plaza, Main Tent

<b>Wednesday, April 23</b>			
By 3:00 PM	Mop, bucket & large broom to Main Tent	Housekeeping	O'Neill Plaza, Main Tent
3:00 PM - 6:00 PM	Plaza Set-Up: Robsham Table, Info Tables, Equipment Tent, etc.,	Taylor & Festival Staff & Volunteers	O'Neill Plaza
3:00 PM - 6:00 PM	Dress Rehearsal for L.A.G.	LAG	Gasson 100
3:00 PM - 6:00 PM	L.A.G. Sound Check & rehearsal/Set Up Podium and mic for UWE Concert	MTS	Gasson 100
3:00 PM - 8:00 PM	Dress Rehearsal for Dancers	Komo & Eileen	O'Neill Plaza, Main Tent
4:00 PM	Pick up keys for Devlin 101 from Admissions Reception	Komo	Devlin Hall
5:30 PM	Deliver dinner for staff/volunteers	Dining Services	O'Neill Plaza, Main Tent
6:00 PM - 6:30 PM	Set-up for Bands Rehearsal	Bands Program	Gasson 100
6:00 PM - 8:00 PM	Tent Heat Technician on Site	A-Tent-For-Rent	O'Neill Plaza, Main Tent
6:30 PM - 10:30 PM	Dress Rehearsal: University Wind Ensemble (No MTS/Sound); Restore equipment to behind curtain	Bands Program	Gasson 100
8:00 PM - 9:30 PM	Sound Check for A Cappella Showcase	Main Tent Staff	O'Neill Plaza, Main Tent
10:00 PM	Security in place until 9:00 AM next day	Campus Police	O'Neill Plaza

<b>Thursday, April 24</b>			
8:00 AM - 10:00 AM	MOVE Music Stands from Lyons 423 to Main Tent	Grounds Crew	O'Neill Plaza, Main Tent
9:00 AM	Set up Video Display in Stokes Tent	MTS/Classroom Support	Campus Green, Art Tent
9:00 AM	Deliver easels ('Now Performing' Signs) to Main Tent	MTS/Graphics	O'Neill Plaza
9:00 AM	Deliver breakfast for staff	Dining Services	O'Neill Plaza, Main Tent
9:00 AM - 9:30 AM	Captains Staff Meeting	Festival Staff	O'Neill Plaza, Main Tent
9:30 AM - 10:00 AM	Separate Site Staff Meetings	Festival Staff	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
9:30 AM - 10:30 AM	Check Signs	Laura & Volunteers	O'Neill Plaza, Main Tent
9:30 AM	Pick up 2 Directors Chairs from Admissions for "Inside the BC Studio"	Nick Robinson	Campus Green, Art Tent
10:00 AM - 11:00 AM	Main Tent Volunteers Arrive; Setup for Start of Day; Check programs/schedule stock and cleanliness of various event sites	Festival Staff & volunteers	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100

<b>Thursday, April 24</b>			
10:00 AM	Linen drop for Festival tables	Dining Services	Gasson 100
10:00 AM	Pick up Passport from MTS	Nick Robinson	Campus Green, Art Tent
10:00 AM - 10:30 AM	Gasson Sound Check	Jon Sage / Gasson SD	Gasson 100
10:30 AM	Music Guild will drop off the Nord Electro Keyboard at the Stokes Tent	Nick Robinson & Music Guild	Campus Green, Art Tent
10:30 AM - 11:30 AM	Set up tables for Crafts Fair	Laura & Volunteers	O'Neill Plaza, Main Tent
11:00 AM - 12:00 PM	Photograph the final placements and set-ups of the Tents for future reference	Festival Staff	O'Neill Plaza, Main Tent Campus Green, Art Tent
11:30 AM	Reader sound-check	Gasson Staff	Gasson 100
<b>11:30 AM</b>	<b>ALL EVENT SITES READY</b>		
12:30 PM	Lunch delivered for staff	Dining Services	O'Neill Plaza
3:00 PM	Setup 2 directors chairs and "Inside the BC Studio" banner in Stokes Art Tent	Nick Robinson	Campus Green, Art Tent
5:00 PM	Return chairs to Admissions and banner to Main Tent	Nick Robinson	Campus Green, Art Tent
5:00 PM	Set up risers and equipment for LAG MOVE 5 Chorale Risers Main Tent to the Gasson 100 (Note: Needs to be set up at 5:00 by the Festival Staff) BUT Risers used onstage in Main Tent until 5PM)	Festival Staff & volunteers	Gasson 100
5:00 PM	Housekeeping Remove Trash	Housekeeping	O'Neill Plaza, Campus Green, Quad
5:00 PM - 6:00 PM	Set up concert seating for LAG concert	Gasson Staff	Gasson 100
5:30 PM - 7:00 PM	Sound check for LAG concert	MTS	Gasson 100
5:30 PM - 7:30 PM	Sound check for BC's Best	O'Neill SD & Sound Staff	O'Neill Plaza
6:30 PM	Dinner delivered for staff, refresh water igloos for back of tent	Dining Services	O'Neill Plaza, Main Tent
6:00 PM - 10:00 PM	Tent Heat Technician on Site	A-Tent-For-Rent	O'Neill Plaza, Main Tent
9:30 PM	LAG Restore & pack equipment in Gasson 100 for move	LAG & Festival Staff & volunteers	Gasson 100
9:30 PM	Break down LAG concert style	MTS	Gasson 100
10:30 PM	Security in place until 9:30 AM next day	Campus Police	O'Neill Plaza

<b>Friday, April 25</b>			
7:30 AM - 9:00 AM	MOVE Band A (BC bOp!) equipment from Band Room to Main Tent	Grounds Crew	O'Neill Plaza, Main Tent
8:00 AM - 10:00 AM	MOVE LAG Equipment back to McElroy 213 from Gasson 100	Grounds Crew	McElroy 213
8:00 AM	Set up Tent for UGBC Barbecue	A-Tent-For-Rent	Campus Green
9:00 AM - 9:30 AM	Captains Staff Meeting	Festival Staff	O'Neill Plaza, Main Tent
9:30 AM - 10:00 AM	Separate Site Staff Meetings	Festival Staff	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
9:30 AM - 11:00 AM	Check Signs	Laura & Volunteers	O'Neill Plaza, Main Tent
9:30 AM	Deliver continental breakfast	Dining Services	O'Neill Plaza, Main Tent
10:00 AM - 11:00 AM	Main Tent Volunteers Arrive; Setup for Start of Day; Check programs/schedule stock and cleanliness of various event sites	Festival Staff & volunteers	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
10:00 AM - 11:00 AM	Food drop for Readings by Faculty (to be set up by 11:00 AM)	Dining Services	Gasson 100
10:00 AM - 11:00 AM	Move (1) black podium from Gasson Hall to Stokes Tent for Awards Ceremony	Grounds Crew	Campus Green, Art Tent
10:00 AM - 12:00 PM	Housekeeping Remove Trash	Housekeeping	O'Neill Plaza, Campus Green, Quad
10:30 AM - 12:00 PM	Dress Rehearsal & Setup BC bOp!	Main Tent Staff	O'Neill Plaza, Main Tent
11:30 AM	Reader sound-check	Gasson Staff	Gasson 100
<b>11:30 AM</b>	<b>ALL EVENT SITES READY</b>		
12:00 PM	Lunch delivered for staff	Dining Services	O'Neill Plaza
3:00 PM	Food drop for Awards Reception (to be set up by 3:30 PM)	Dining Services	Campus Green, Art Tent
5:00 PM	Housekeeping Remove Trash	Housekeeping	O'Neill Plaza
5:00 PM	Set up equipment for UWE Concert	Gasson Staff	Gasson 100
5:00 PM - 6:00 PM	Set up concert seating for UWE Concert	Gasson Staff	Gasson 100
5:00 PM - 7:30 PM	Sound check for UWE Concert	Bands & Gasson Staff	Gasson 100
5:30 PM	Dinner delivered for staff	Dining Services	O'Neill Plaza, Main Tent
6:00 PM - 12:00 AM	Tent Heat Technician on Site	A-Tent-For-Rent	O'Neill Plaza, Main Tent
9:30 PM	Wind Ensemble members prep equipment for return to Bands Room, (Band B) Store behind curtain	Band members	Gasson 100
12:00 AM	Security in place until 9:00 AM next day	Campus Police	O'Neill Plaza

<b>Saturday, April 26</b>			
8:00 AM - 10:00 AM	Setup dance floor for Dancing with bOp! (32' by 16' with extra row of Marley delivered)	Performance Platform	O'Neill Plaza, Main Tent
9:00 AM - 9:30 AM	Captains Staff Meeting	Festival Staff	O'Neill Plaza, Main Tent
9:30 AM	Deliver continental breakfast for staff	Dining Services	O'Neill Plaza, Main Tent
9:30 AM - 10:00 AM	Separate Site Staff Meetings	Festival Staff	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
9:30 AM - 11:00 AM	Check Signs	Laura & Volunteers	O'Neill Plaza, Main Tent
10:00 AM - 11:00 AM	Main Tent Volunteers Arrive; Setup for Start of Day; Check programs/schedule stock and cleanliness of various event sites	Festival Staff & volunteers	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
10:00 AM - 11:00 AM	Food drop for Readings by Faculty (to be set up by 11:00 AM)	Dining Services	Gasson 100
10:00 AM	Bookstore sets up kiosk, cash register, own display table, and push cart	BC Bookstore	Campus Green
10:00 AM - 11:30 AM	Set up children's activities	Tristin, Staff, & Volunteers	O'Neill Plaza & Campus Green
10:00 AM - 12:00 PM	Housekeeping Remove Trash	Housekeeping	O'Neill Plaza, Campus Green, Quad
11:00 AM	Set up tent house with carpets for Children's Theatre	Krantz & Volunteers	O'Neill Plaza, Main Tent
11:30 AM	Reader sound-check	Gasson Staff	Gasson 100
<b>11:30 AM</b>	<b>ALL EVENT SITES READY</b>		
12:30 PM	Lunch Delivered for staff	Dining Services	O'Neill Plaza, Main Tent
5:00 PM	Housekeeping Remove Trash	Housekeeping	O'Neill Plaza, Campus Green, Quad
5:00 PM - 7:30 PM	Set-up and sound check for Dancing w/ bOp!	Main Tent Staff & bOp!	O'Neill Plaza, Main Tent
5:30 PM - 10:00 PM	Tent Heat Technician on Site	A-Tent-For-Rent	O'Neill Plaza, Main Tent
6:00 PM	Dinner delivered for staff	Dining Services	O'Neill Plaza, Main Tent
After 8:00 PM	Collect small A-frames and signs	Festival Staff & volunteers	Transportation Office
10:00 PM	Collect materials and pack for moving; take down posters in Bapst & Devlin	Festival Staff & Volunteers	All Venues
11:00 PM	Sound and lighting strike; equipment pack	Main Tent Staff & Sound Staff & Volunteers	O'Neill Plaza, Main Tent
11:00 PM	Security in place until 8:00 AM next day	Campus Police	O'Neill Plaza

<b>Sunday, April 27</b>			
7:00 AM	MOVE display walls from Art Tent back to Warehouse	Grounds Crew	Campus Green, Art Tent
7:00 AM	Electricians to strike all equipment inside tents	Grounds Crew	Campus Green, Art Tent O'Neill Plaza, Main Tent
7:30 AM	MOVE all Band B equipment from Gasson 100 to Band Room	Piece by Piece Moving Company	Band Room
7:30 AM	MOVE all Band A equipment from Main Tent to Band Room	Grounds Crew	Band Room
8:00 AM	Strike stage. See contract for detailed inventory	Performance Platform	O'Neill Plaza, Main Tent
8:00 AM	Strike all tables, chairs, dividers, stage. See contract for detailed inventory for each location.	Appleton	O'Neill Plaza, Main Tent Campus Green, Art Tent Gasson 100
8:00 AM - 2:00 PM	Return Black Podium to Gasson 100	Grounds Crew	O'Neill Plaza, Main Tent
	MOVE 4 chorale risers & music stands back to Chorale Room and closet	Grounds Crew	O'Neill Plaza -> Lyons 423
	MOVE risers from Gasson Hall to Chorale Room closet	Grounds Crew	Gasson Hall -> Lyons 423
	Return 7 Kiosks to Warehouse	Grounds Crew	O'Neill Plaza
	MOVE A-frames back to Transportation	Grounds Crew	O'Neill Plaza
	Return Directors blocks to Bonn Studio Theatre, Robsham	Grounds Crew	O'Neill Plaza
	Remove 8' ladder from Main Tent	Grounds Crew	O'Neill Plaza
	Remove trash barrells and recycling bins	Housekeeping	O'Neill Plaza
Remove mop, bucket, & large broom from Main Tent	Housekeeping	O'Neill Plaza	
10:00 AM	Strike tents.	A-Tent-For-Rent	O'Neill Plaza
12:00 PM	Return Office Supplies & Equipment from Volunteer Tent to Rubenstein First Floor, Room 4	Grounds Crew	O'Neill Plaza, Volunteer Tent
12:00 PM	Meet up with Grounds Crew to unlock the Arts Council Office	Komo	Rubenstein First Floor, Room 4

<b>Monday, April 28</b>			
1:00 PM	Drop key from Devlin 101 off with Mary Ellen Devlin in Admissions	Komo	Devlin Hall

<b>Label Legend</b>			
A-Tent-For-Rent	Appleton & Performance Platforms	Staff & Volunteers	BCPD
Dining Services	Grounds, Housekeeping	MTS & Audio & Lights	Piece by Piece