

**SCHEDULE BY LOCATION, page 1**  
**Arts Festival 2014**

<b>MAIN TENT, O'NEILL PLAZA</b>						
<b>DAY</b>	<b>START</b>	<b>END</b>	<b>TYPE</b>	<b>DESCRIPTION</b>		
THURS	Any	12:00 PM	Move	(20) Fences arriving to block off O'Neill Plaza during load-in		Grounds Crew
THURS	Any		Move	Drop off tails on Devlin side for Grounds Crew to set up power		Audiospectrum
FRI	Any		Install	Set up power to Main Tent		John Connell
FRI	Any		Install	Deliver Blocks for Main Tent		A-Tent-For-Rent
MON	9:00 AM	2:00 PM	Install	Set up Main Tent		A-Tent-For-Rent
TUES	8:00 AM	12:00 PM	Install	Deliver tables, chairs, & dividers to Main Tent.		Appleton
TUES	11:00 AM	1:00 PM	Move	MOVE Kiosk #3 into place in Plaza		Grounds & Carpenter Shop
TUES	1:00 PM	2:00 PM	Install	Touch up Kiosks with black paint		Grounds & Carpenter Shop
TUES	2:00 PM	4:00 PM	Move	Office Supplies arrive in the Plaza		Grounds Crew
TUES	6:00 PM	WED		Overnight security in place until 7:30 AM on Wednesday		Campus Police
WED	7:30 AM	9:00 AM	Move	Deliver trash barrels and recycling bins to Festival locations		Grounds Crew
WED	8:00 AM	3:00 PM	Install	Set 28' x 36' stage with Marley Floor		Performance Platform
WED	9:00 AM	3:00 PM	Install	Deliver Sound and Lighting Equipment. See contract for inventory.		Audiospectrum
WED	9:00 AM	3:00 PM		Production Interns Orientation		Skelley & Komo
WED	9:00 AM	3:00 PM	Install	Production Team to assist with Lighting & Sound Load-In		Komo & Prod Team
WED	10:00 AM		Install	Drop off (6) Walkie-Talkies to the Volunteer Tent		Dave Early
WED	10:00 AM	12:00 PM	Move	MOVE 9 Chorale Risers from Lyons 423 to Main Tent		Grounds Crew
WED	1:00 PM	3:00 PM	Move	(20) A-Frames arrive from Transportation Office		Grounds Crew
WED	<b>2:00 PM</b>	<b>2:30 PM</b>	<b>MTG</b>	<b>Captains Staff Meeting</b>		Main Tent Staff
WED	<b>2:30 PM</b>	<b>3:00 PM</b>	<b>REH</b>	<b>Irish Studies Test Piano</b>		Komo & Beth Sweeney
WED	Any	3:00 PM	Move	Mop, bucket, & large broom delivered to Main Tent		Housekeeping
WED	3:00 PM	6:00 PM	Install	Plaza Set up: Robsham Table, Info Tables, Equipment Tent, etc.		Taylor & Festival Staff
WED	<b>3:00 PM</b>	<b>8:00 PM</b>	<b>REH</b>	<b>Dress Rehearsal for Dancers</b>		Komo & Eileen

**SCHEDULE BY LOCATION, page 2**  
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**MAIN TENT, O'NEILL PLAZA**

DAY	START	END	TYPE	DESCRIPTION	
WED	5:30 PM		Food	Dinner	Dining Services
WED	6:00 PM	8:00 PM	Heat	Tent Heat Technician on Site	A-Tent-For-Rent
WED	<b>8:00 PM</b>	<b>9:30 PM</b>	<b>REH</b>	<b>A cappella Sound Checks</b>	Main Tent & Sound Staff
WED	10:00 PM			Close Tent for Night	Main Tent Staff
WED	10:00 PM	THURS		Security in place until 9:00 AM on Thursday	Campus Police
THURS	8:00 AM	10:00 AM	Move	MOVE Music Stands from Lyons 423 to Main Tent	Grounds Crew
THURS	9:00 AM		Move	Deliver easels ("Now Performing" Signs) to Main Tent	MTS/Graphics
THURS	9:00 AM		Food	Breakfast	Dining Services
THURS	<b>9:00 AM</b>	<b>9:30 AM</b>	<b>MTG</b>	<b>Captains Staff Meeting</b>	Festival Staff
THURS	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Main Tent Staff Meeting</b>	Main Tent Staff
THURS	9:30 AM	11:00 AM		Check Signs	Laura & Volunteers
THURS	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Main Tent Staff
THURS	10:30 AM	11:30 AM	Set Up	Set up tables for Crafts Fair	Laura & Volunteers
THURS	11:00 AM	12:00 PM		Photograph the final placements and set ups of the Tents	Main Tent Staff
THURS	11:00 AM	11:50 AM	Set Up	Irish Studies Music Program	Main Tent Staff
THURS	11:30 AM			<b>EVENT SITE READY TO GO</b>	Main Tent Staff
THURS	<b>11:50 AM</b>	<b>12:00 PM</b>		<b>Opening Ceremonies</b>	Main Tent Staff
THURS	<b>12:00 PM</b>	<b>12:25 PM</b>		<b>Irish Studies Music Program</b>	Main Tent Staff
THURS	12:25 PM	12:30 PM	Set Up	Dance Showcase	Main Tent Staff
THURS	<b>12:30 PM</b>	<b>1:25 PM</b>		<b>Dance Showcase</b>	Main Tent Staff
THURS	12:30 PM		Food	Lunch	Dining Services
THURS	1:25 PM	1:30 PM	Set Up	A cappella Showcase	Main Tent Staff
THURS	<b>1:30 PM</b>	<b>2:25 PM</b>		<b>A cappella Showcase</b>	Main Tent Staff
THURS	2:25 PM	2:30 PM	Set Up	Popular Styles Ensemble	Main Tent Staff

**SCHEDULE BY LOCATION, page 3**  
**Arts Festival 2014**

**MAIN TENT, O'NEILL PLAZA**

DAY	START	END	TYPE	DESCRIPTION	
THURS	2:30 PM	3:10 PM		<b>Popular Styles Ensemble</b>	Main Tent Staff
THURS	3:10 PM	3:15 PM	Set Up	Dance Showcase	Main Tent Staff
THURS	3:15 PM	4:00 PM		<b>Dance Showcase</b>	Main Tent Staff
THURS	4:00 PM	4:15 PM	Set Up	University Chorale	Main Tent Staff
THURS	4:15 PM	5:15 PM		<b>University Chorale</b>	Main Tent Staff
THURS	5:00 PM			Housekeeping Remove Trash	Housekeeping
THURS	5:30 PM	6:30 PM	Check	Soundcheck - BC's Best - Battle of the Bands	Main Tent Staff
THURS	6:00 PM	10:00 PM	Heat	Tent Heat Technician On Site	A-Tent-For-Rent
THURS	6:30 PM	7:30 PM	Check	Soundcheck - BC's Best - Singer/Songwriter	Main Tent Staff
THURS	6:30 PM		Food	Dinner	Dining Services
THURS	7:30 PM	8:00 PM		House Opens: BC's Best	Main Tent Staff
THURS	8:00 PM	10:30 PM		<b>BC's Best</b>	Main Tent Staff
THURS	10:30 PM			Close Tent for Night	Main Tent Staff
THURS	10:30 PM	FRI		Security in place until 9:00 AM on Friday	Campus Police
FRI	7:30 AM	9:00 AM	Move	MOVE Band A (BC bOp!) equipment from Band Room to Main Tent	Grounds Crew
FRI	9:00 AM	9:30 AM	MTG	<b>Captains Staff Meeting</b>	Festival Staff
FRI	9:30 AM	10:00 AM	MTG	<b>Main Tent Staff Meeting</b>	Main Tent Staff
FRI	9:30 AM		Food	Breakfast	Dining Services
FRI	9:30 AM	11:00 AM		Check Signs	Laura & Volunteers
FRI	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Main Tent Staff
FRI	10:00 AM	12:00 PM		Housekeeping Remove Trash	Housekeeping
FRI	10:30 AM	12:00 PM	Set Up	Set up BC bOp! & Dress Rehearsal	Main Tent Staff
FRI	11:30 AM			<b>EVENT SITE READY TO GO</b>	Main Tent Staff
FRI	12:00 PM	1:00 PM		<b>BC bOp!</b>	Main Tent Staff

**SCHEDULE BY LOCATION, page 4**  
**Arts Festival 2014**

**MAIN TENT, O'NEILL PLAZA**

DAY	START	END	TYPE	DESCRIPTION	
FRI	12:00 PM		Food	Lunch	Dining Services
FRI	1:00 PM	1:15 PM	Set Up	Chamber Music Society: Class Groups	Main Tent Staff
FRI	<b>1:15 PM</b>	<b>2:10 PM</b>		<b>Chamber Music Society: Class Groups</b>	Main Tent Staff
FRI	2:10 PM	2:15 PM	Set Up	Dance Showcase - Critic's Choice	Main Tent Staff
FRI	<b>2:15 PM</b>	<b>3:10 PM</b>		<b>Dance Showcase - Critic's Choice</b>	Main Tent Staff
FRI	3:10 PM	3:15 PM	Set Up	A cappella Showcase	Main Tent Staff
FRI	<b>3:15 PM</b>	<b>4:00 PM</b>		<b>A cappella Showcase</b>	Main Tent Staff
FRI	5:00 PM			Housekeeping Remove Trash	Housekeeping
FRI	5:30 PM		Food	Dinner	Dining Services
FRI	6:00 PM	12:00 AM	Heat	Tent Heat Technician On Site	A-Tent-For-Rent
FRI	7:00 PM	8:30 PM	Set Up	BC Underground Set up & Sound checks	Main Tent Staff
FRI	8:30 PM	9:00 PM		House Opens: BC Underground	Main Tent Staff
FRI	<b>9:00 PM</b>	<b>11:00 PM</b>		<b>BC Underground</b>	Main Tent Staff
FRI	11:00 PM	11:10 PM	Set Up	After Hours Theatre	Main Tent Staff
FRI	<b>11:10 PM</b>	<b>12:00 AM</b>		<b>After Hours Theatre</b>	Main Tent Staff
FRI	12:00 AM			Close Tent for Night	Main Tent Staff
FRI	12:00 AM	SAT		Security in place until 9:00 AM on Saturday	Campus Police
SAT	8:00 AM	10:00 AM	Install	Set 32' by 16' dance floor for Dancing with bOp!	Performance Platform
SAT	<b>9:00 AM</b>	<b>9:30 AM</b>	<b>MTG</b>	<b>Captains Staff Meeting</b>	Festival Staff
SAT	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Main Tent Staff Meeting</b>	Main Tent Staff
SAT	9:30 AM		Food	Breakfast	Dining Services
SAT	9:30 AM	11:00 AM		Check Signs	Laura & Volunteers
SAT	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Main Tent Staff
SAT	10:00 AM	11:30 AM	Set Up	Set up Children's Activities	Tristin & Volunteers

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**MAIN TENT, O'NEILL PLAZA**

DAY	START	END	TYPE	DESCRIPTION	
SAT	10:00 AM	12:00 PM		Housekeeping Remove Trash	Housekeeping
SAT	<b>10:00 AM</b>	<b>11:00 AM</b>		<b>DS: Godspell Sound Check</b>	Main Tent Staff
SAT	11:00 AM		Set Up	Set up tent house with carpets for Children's Theatre	Krantz & Volunteers
SAT	11:30 AM			<b>EVENT SITE READY TO GO</b>	Main Tent Staff
SAT	11:00 AM	12:00 PM	Set Up	Voices of Imani	Main Tent Staff
SAT	<b>12:00 PM</b>	<b>12:50 PM</b>		<b>Voices of Imani</b>	Main Tent Staff
SAT	12:30 PM		Food	Lunch	Dining Services
SAT	12:50 PM	1:00 PM	Set Up	Dance Showcase	Main Tent Staff
SAT	<b>1:00 PM</b>	<b>1:35 PM</b>		<b>Dance Showcase</b>	Main Tent Staff
SAT	1:35 PM	1:45 PM	Set Up	Children's Theatre - Nick of Time	Main Tent Staff
SAT	<b>1:45 PM</b>	<b>2:40 PM</b>		<b>Children's Theatre - Nick of Time</b>	Main Tent Staff
SAT	2:40 PM	2:45 PM	Set Up	A Cappella Showcase - Critic's Choice	Main Tent Staff
SAT	<b>2:45 PM</b>	<b>3:20 PM</b>		<b>A Cappella Showcase - Critic's Choice</b>	Main Tent Staff
SAT	3:20 PM	3:30 PM	Set Up	DS: Godspell	Main Tent Staff
SAT	<b>3:30 PM</b>	<b>4:10 PM</b>		<b>DS: Godspell</b>	Main Tent Staff
SAT	4:10 PM	4:15 PM	Set Up	Dance Showcase	Main Tent Staff
SAT	<b>4:15 PM</b>	<b>5:00 PM</b>		<b>Dance Showcase</b>	Main Tent Staff
SAT	4:30 PM			bOp! is called to help set up	Main Tent Staff
SAT	5:00 PM			Housekeeping Remove Trash	Housekeeping
SAT	5:00 PM	7:30 PM	Set Up	Set up and sound check for Dancing with bOp!	Main Tent Staff
SAT	5:30 PM	10:00 PM	Heat	Tent Heat Technician On Site	A-Tent-For-Rent
SAT	6:00 PM		Food	Dinner	Dining Services
SAT	7:30 PM	8:00 PM		House Opens: Dancing with bOp!	Main Tent Staff
SAT	<b>8:00 PM</b>	<b>10:00 PM</b>		<b>Dancing with bOp!</b>	Main Tent Staff
SAT	After 8:00 PM		Strike	Collect small A-frames and signs	Laura & Festival Staff

**SCHEDULE BY LOCATION, page 6**  
**Arts Festival 2014**

**MAIN TENT, O'NEILL PLAZA**

DAY	START	END	TYPE	DESCRIPTION	
SAT	10:00 PM		Strike	Collect materials and pack for moving	Festival Staff
SAT	10:00 PM		Strike	Take down posters in Bapst & Devlin	Festival Staff
SAT	11:00 PM		Strike	Sound & Lighting strike; Equipment pack	Festival Staff
SAT	11:00 PM	SUN		Security in place until 8:00 AM on Sunday	Campus Police
SUN	7:00 AM		Strike	Electricians to strike all equipment inside tents	Grounds Crew
SUN	7:30 AM		Move	MOVE all Band A equipment from Main Tent to Band Room	Grounds Crew
SUN	8:00 AM		Strike	Strike stage.	Performance Platform
SUN	8:00 AM		Strike	Strike all tables, chairs, dividers, and stage.	Appleton
SUN	8:00 AM	2:00 PM	Move	Return Black Podium to Gasson 100	Grounds Crew
SUN			Move	MOVE 4 chorale risers & music stands back to Chorale Room	Grounds Crew
SUN			Move	Return 7 Kiosks to Warehouse	Grounds Crew
SUN			Move	MOVE A-frames back to Transportations	Grounds Crew
SUN			Move	Return Directors Blocks to Bonn Studio Theatre, Robsham	Grounds Crew
SUN			Strike	Remove 8' Ladder from Main Tent	Grounds Crew
SUN			Strike	Remove trash barrells and recycling bins	Housekeeping
SUN			Strike	Remove mop, bucket, & large broom from Main Tent	Housekeeping
SUN	10:00 AM		Strike	Strike tents	A-Tent-For-Rent
SUN	12:00 PM		Move	Return Office Supplies & Equipment to Rubenstein	Grounds Crew

# SCHEDULE BY LOCATION, page 7

## Arts Festival 2014

### STOKES TENT, CAMPUS GREEN

DAY	START	END	TYPE	DESCRIPTION	
MON	7:00 AM	9:00 AM	Install	Set up Stokes Tent	A-Tent-For-Rent
TUES	8:00 AM	12:00 PM	Install	Deliver tables, chairs, stage deck, and dividers to Art Tent.	Appleton
TUES	9:00 AM	11:00 AM	Move	MOVE display walls from Warehouse to Art Tent.	Grounds Crew
TUES	11:00 AM	1:00 PM	Move	MOVE Kiosk #6 into place in front of Stokes	Grounds & Carpenter Shop
TUES	11:00 AM	2:00 PM	Install	Set up display walls in Art Tent	Carpenter Shop
TUES	1:00 PM	2:00 PM	Install	Touch up Kiosks with black paint	Grounds & Carpenter Shop
TUES	2:00 PM	4:00 PM	Install	Repaint Art Walls, repair as needed. Paint must be finished today.	Carpenter Shop
TUES	Before 3:00 PM		Move	Deliver 8' ladder to Stokes Tent	Carpenter Shop
WED	7:30 AM	9:00 AM	Move	Deliver trash barrels and recycling bins to Festival locations	Grounds Crew
WED	10:00 AM	3:00 PM	Install	Hang approx 20 banners onto Stokes Tent	Carpenter Shop
WED	10:00 AM	5:00 PM	Install	Set up Art Tent exhibit	Shannaway, Leslie, & Art Tent Team
THURS	9:00 AM		Install	Set up Video Display in Stokes Tent	MTS: Classroom Support
THURS	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Stokes Tent Staff Meeting</b>	Stokes Tent Staff
THURS	9:30 AM		Install	Pick up 2 Directors Chairs from Admissions for "Inside the BC Studio"	Nick Robinson
THURS	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Stokes Tent Staff
THURS	10:00 AM		Install	Pick up Passport from MTS	Nick Robinson
THURS	10:30 AM		Install	Music Guild to drop off Keyboard	Nick Robinson
THURS	11:00 AM	12:00 PM		Photograph the final placements and set-ups of the Tents	Stokes Tent Staff
THURS	11:30 AM			<b>EVENT SITE READY TO GO</b>	Stokes Tent Staff
THURS	11:45 AM	12:00 PM	Set Up	China Watching: Modern China Talks	Stokes Tent Staff
THURS	<b>12:00 PM</b>	<b>1:00 PM</b>		<b>China Watching: Modern China Talks</b>	Stokes Tent Staff
THURS	1:15 PM	1:30 PM	Set Up	Ned Rosen Piano Set	Stokes Tent Staff
THURS	<b>1:30 PM</b>	<b>2:15 PM</b>		<b>Ned Rosen Piano Set</b>	Stokes Tent Staff
THURS	2:15 PM	2:30 PM	Set Up	DS: Shakespeare Showcase	Stokes Tent Staff

**SCHEDULE BY LOCATION, page 8**  
**Arts Festival 2014**

**STOKES TENT, CAMPUS GREEN**

DAY	START	END	TYPE	DESCRIPTION	
THURS	<b>2:30 PM</b>	<b>3:15 PM</b>		<b>DS: Shakespeare Showcase</b>	Stokes Tent Staff
THURS	3:00 PM		Set Up	Set up 2 directors chairs and "Inside the BC Studio" Banner	Stokes Tent Staff
THURS	3:15 PM	3:30 PM	Set Up	Inside the BC Studio: Garefino & Cronin	Stokes Tent Staff
THURS	<b>3:30 PM</b>	<b>4:15 PM</b>		<b>Inside the BC Studio: Garefino &amp; Cronin</b>	Stokes Tent Staff
THURS	<b>4:15 PM</b>	<b>4:50 PM</b>		<b>Industry Insider Panel</b>	Stokes Tent Staff
THURS	4:50 PM	5:00 PM	Set Up	Gallery Opening	Stokes Tent Staff
THURS	<b>5:00 PM</b>	<b>6:30 PM</b>		<b>Gallery Opening</b>	Stokes Tent Staff
THURS	5:00 PM		Strike	Return chairs to Admissions and Banner to Main Tent	Stokes Tent Staff
THURS	5:00 PM			Housekeeping Remove Trash	Housekeeping
THURS	6:45 PM	7:00 PM	Set Up	CT: Coffeehouse Showcase	Stokes Tent Staff
THURS	<b>7:00 PM</b>	<b>7:45 PM</b>		<b>CT: Coffeehouse Showcase</b>	Stokes Tent Staff
THURS	8:00 PM			Close Tent for Night	Stokes Tent Staff
FRI	8:00 AM		Install	Set up Tent for UGBC Barbecue	A-Tent-For-Rent
FRI	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Stokes Tent Staff Meeting</b>	Stokes Tent Staff
FRI	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Stokes Tent Staff
FRI	10:00 AM	11:00 AM	Move	MOVE 1 Black Podium from Gasson Hall to Stokes Tent	Grounds Crew
FRI	10:00 AM	12:00 PM		Housekeeping Remove Trash	Housekeeping
FRI	11:30 AM			<b>EVENT SITE READY TO GO</b>	Stokes Tent Staff
FRI	11:45 AM	12:00 PM	Set Up	China Watching: Modern China Talks	Stokes Tent Staff
FRI	<b>12:00 PM</b>	<b>1:00 PM</b>		<b>China Watching: Modern China Talks</b>	Stokes Tent Staff
FRI	1:00 PM	1:30 PM	Set Up	Theatre Sports Smackdown	Stokes Tent Staff
FRI	<b>1:30 PM</b>	<b>2:15 PM</b>		<b>Theatre Sports Smackdown</b>	Stokes Tent Staff
FRI	3:00 PM		Food	Food Drop for Awards Reception	Dining Services
FRI	3:00 PM	4:00 PM	Set Up	Awards Ceremony	Stokes Tent Staff

**SCHEDULE BY LOCATION, page 9**  
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<b>STOKES TENT, CAMPUS GREEN</b>					
<b>DAY</b>	<b>START</b>	<b>END</b>	<b>TYPE</b>	<b>DESCRIPTION</b>	
FRI	4:00 PM	5:00 PM		Awards Ceremony	Stokes Tent Staff
FRI	5:00 PM	6:00 PM		Awards Reception	Stokes Tent Staff
FRI	6:30 PM	7:00 PM	Set Up	Hello, Shovelhead!	Stokes Tent Staff
FRI	7:00 PM	8:00 PM		<b>Hello, Shovelhead!</b>	Stokes Tent Staff
FRI	8:00 PM			Close Tent for Night	Stokes Tent Staff
SAT	9:30 AM	10:00 AM	MTG	<b>Stokes Tent Staff Meeting</b>	Stokes Tent Staff
SAT	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Tents	Stokes Tent Staff
SAT	10:00 AM	11:30 AM	Set Up	Set up Children's Activities	Tristin, Staff, & Volunteers
SAT	10:00 AM		Install	Bookstore sets up kiosk, cash register, own display table, push cart	BC Bookstore
SAT	10:00 AM	12:00 PM		Housekeeping Remove Trash	Housekeeping
SAT	11:30 AM			<b>EVENT SITE READY TO GO</b>	Stokes Tent Staff
SAT	11:45 AM	12:00 PM	Set Up	Children's Story Hour	Stokes Tent Staff
SAT	12:00 PM	12:50 PM		<b>Children's Story Hour</b>	Stokes Tent Staff
SAT	12:50 PM	1:00 PM	Set Up	ACT: AHANA Collective Theatre	Stokes Tent Staff
SAT	1:00 PM	2:00 PM		<b>ACT: AHANA Collective Theatre</b>	Stokes Tent Staff
SAT	5:00 PM			Close Tent for Night	Stokes Tent Staff
SAT	10:00 PM		Strike	Collect materials and pack for moving	Stokes Tent Staff & Volunteers
SUN	7:00 AM		Move	MOVE display walls from Art Tent back to Warehouse	Grounds Crew
SUN	7:00 AM		Strike	Electricians to strike all equipment inside tents	Grounds Crew
SUN	8:00 AM		Strike	Strike all tables, chairs, dividers, stage.	Appleton

**SCHEDULE BY LOCATION, page 10**  
**Arts Festival 2014**

<b>GASSON HALL</b>						
<b>DAY</b>	<b>START</b>	<b>END</b>	<b>TYPE</b>	<b>DESCRIPTION</b>		
TUES	8:00 AM	12:00 PM	Install	Deliver tables and dividers to Gasson 100	Appleton	
TUES	10:00 AM			Tune piano	Tony McKenna	
TUES	4:00 PM	6:00 PM	Move	MOVE all 275 chairs. Stack 65 on O'Neill side of room.	Grounds Crew	
WED	8:00 AM	10:00 AM	Move	MOVE LAG Equipment from McElroy 213 to Gasson 100.	Grounds Crew	
WED	10:00 AM	3:00 PM	Install	Sound install in Gasson 100 for LAG concert	Jon Sage/MTS	
WED	10:00 AM	12:00 PM	Move	MOVE 70 Music Stands from Band Room to Gasson 100	Piece by Piece Moving Company	
WED	10:00 AM	12:00 PM	Move	MOVE Band B (UWE) equipment from Band Room to Gasson 100	Piece by Piece Moving Company	
WED	12:00 PM	3:00 PM		Unpack Band B Equipment and store in Gasson 100 behind curtain	Bands Program	
WED	2:00 PM	3:00 PM	Set up	LAG reports to set up personal equipment for rehearsal	LAG	
WED	<b>3:00 PM</b>	<b>6:00 PM</b>	<b>REH</b>	<b>LAG Dress Rehearsal</b>	LAG	
WED	3:00 PM	6:00 PM	Set up	LAG Sound Check & Set up Podium for UWE Concert	MTS	
WED	6:00 PM	6:30 PM	Set up	Set up for Bands Rehearsal	Bands Program	
WED	<b>6:30 PM</b>	<b>10:30 PM</b>	<b>REH</b>	<b>University Wind Ensemble Dress Rehearsal</b>	Bands Program	
WED	10:30 PM	11:00 PM		Restore equipment to behind curtain. Close Gasson for Night.	Gasson Staff	
THURS	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Gasson Staff Meeting</b>	Gasson Staff	
THURS	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Site	Gasson Staff	
THURS	10:00 AM		Install	Linen drop for Festival tables	Dining Services	
THURS	10:00 AM	10:30 AM		Gasson Sound Check	Jon Sage/MTS	
THURS	11:30 AM			<b>EVENT SITE READY TO GO</b>	Gasson Staff	
THURS	11:30 AM			Reader sound check	Gasson Staff	
THURS	11:45 AM	12:00 PM	Set Up	Senior Writing Concentrations Readings	Gasson Staff	
THURS	<b>12:00 PM</b>	<b>1:50 PM</b>		<b>Senior Writing Concentrations Readings</b>	Gasson Staff	
THURS	1:50 PM	2:00 PM	Set Up	Middle Eastern Music	Gasson Staff	
THURS	<b>2:00 PM</b>	<b>2:30 PM</b>		<b>Middle Eastern Music</b>	Gasson Staff	

**SCHEDULE BY LOCATION, page 11**  
**Arts Festival 2014**

**GASSON HALL**

DAY	START	END	TYPE	DESCRIPTION	
THURS	2:30 PM	3:00 PM	Set Up	Chamber Music Society	Gasson Staff
THURS	<b>3:00 PM</b>	<b>4:00 PM</b>		<b>Chamber Music Society</b>	Gasson Staff
THURS	5:00 PM		Set up	Set up risers & equipment for LAG Concert	Gasson Staff
THURS	5:00 PM	6:00 PM	Set up	Set up concert seating for LAG Concert	Gasson Staff
THURS	5:00 PM	7:00 PM		Sound check for LAG Concert	MTS
THURS	7:00 PM	7:30 PM		House Opens for LAG Concert	Gasson Staff
THURS	<b>7:30 PM</b>	<b>9:30 PM</b>		<b>LAG Concert</b>	Gasson Staff
THURS	9:30 PM			LAG Restore & pack equipment for Move	LAG & Gasson Staff
THURS	9:30 PM			Break down LAG concert style	MTS
THURS	9:30 PM	10:00 PM		Close Gasson for Night.	Gasson Staff
<b>FRIDAY</b>					
FRI	8:00 AM	10:00 AM	Move	MOVE LAG Equipment back to McElroy 213	Grounds Crew
FRI	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Gasson Staff Meeting</b>	Gasson Staff
FRI	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Site	Gasson Staff
FRI	10:00 AM		Install	Food drop for Readings by Faculty	Dining Services
FRI	11:30 AM			<b>EVENT SITE READY TO GO</b>	Gasson Staff
FRI	11:30 AM			Reader sound check	Gasson Staff
FRI	11:45 AM	12:00 PM	Set Up	Readings by Faculty	Gasson Staff
FRI	<b>12:00 PM</b>	<b>2:00 PM</b>		<b>Readings by Faculty</b>	Gasson Staff
FRI	1:30 PM	2:00 PM	Set Up	Book Signing in the Gasson Rotunda	Gasson Staff
FRI	<b>2:00 PM</b>	<b>2:30 PM</b>		<b>Book Signing in the Gasson Rotunda</b>	Gasson Staff
FRI	2:00 PM	3:00 PM	Set Up	Symphony Orchestra	Gasson Staff
FRI	<b>3:00 PM</b>	<b>4:00 PM</b>		<b>Symphony Orchestra</b>	Gasson Staff
FRI	5:00 PM		Set up	Set up equipment for UWE Concert	Gasson Staff
FRI	5:00 PM	6:00 PM	Set up	Set up concert seating for UWE Concert	Gasson Staff

**SCHEDULE BY LOCATION, page 12**  
**Arts Festival 2014**

<b>GASSON HALL</b>					
<b>DAY</b>	<b>START</b>	<b>END</b>	<b>TYPE</b>	<b>DESCRIPTION</b>	
FRI	5:00 PM	7:30 PM		Sound check for UWE Concert	Bands Program & Gasson Staff
FRI	7:30 PM	8:00 PM		House Opens for UWE Concert	Gasson Staff
FRI	<b>8:00 PM</b>	<b>9:30 PM</b>		<b>UWE Concert</b>	Gasson Staff
FRI	9:30 PM			UWE Restore & pack equipment for return to Bands Room	Bands Program & Gasson Staff
FRI	9:30 PM	10:00 PM		Close Gasson for Night.	Gasson Staff
SAT	<b>9:30 AM</b>	<b>10:00 AM</b>	<b>MTG</b>	<b>Gasson Staff Meeting</b>	Gasson Staff
SAT	10:00 AM	11:00 AM	Set Up	Interns Arrive; Set up for Start of Day; Clean Site	Gasson Staff
SAT	10:00 AM		Install	Food drop for Readings by Faculty	Dining Services
SAT	11:30 AM			<b>EVENT SITE READY TO GO</b>	Gasson Staff
SAT	11:30 AM			Reader sound check	Gasson Staff
SAT	11:45 AM	12:00 PM	Set Up	Readings by Faculty	Gasson Staff
SAT	<b>12:00 PM</b>	<b>1:50 PM</b>		<b>Readings by Faculty</b>	Gasson Staff
SAT	1:50 PM	2:00 PM	Set Up	Madrigals	Gasson Staff
SAT	<b>2:00 PM</b>	<b>2:30 PM</b>		<b>Madrigals</b>	Gasson Staff
SAT	2:30 PM	3:00 PM	Set Up	Chamber Music Society	Gasson Staff
SAT	<b>3:00 PM</b>	<b>4:00 PM</b>		<b>Chamber Music Society</b>	Gasson Staff
SAT	4:00 PM		Strike	Gasson Strike	Gasson Staff
SUN	7:30 AM		Move	MOVE all Band B equipment from Gasson 100 to Band Room	Piece by Piece Moving Company
SUN	8:00 AM		Strike	Strike all tables, chairs, dividers	Appleton
SUN	8:00 AM	2:00 PM	Move	MOVE risers from Gasson Hall to Chorale Room closet	Grounds Crew

**SCHEDULE BY LOCATION, page 13**  
**Arts Festival 2014**

<b>DEVLIN HALL</b>					
<b>DAY</b>	<b>START</b>	<b>END</b>	<b>TYPE</b>	<b>DESCRIPTION</b>	
TUES	12:00 PM			Confirm with Admissions that we can borrow two directors' chairs	Komo & Sarah
WED	4:00 PM			Pick up keys for Devlin 101 from Admissions Reception	Komo
THURS	11:00 AM	8:00 PM		McMullen Museum: Paris Night & Day	McMullen Museum
THURS	12:00 PM	8:00 PM		Inside the Studios: Work by Student Artists	Devlin 4th Floor Studios
THURS	6:30 PM	8:30 PM		Honoring the Future: Artists Panel & Reception	Devlin 101
THURS	8:00 PM	12:00 AM		South Park Marathon	Devlin 008
FRI	11:00 AM	8:00 PM		McMullen Museum: Paris Night & Day	McMullen Museum
FRI	12:00 PM	8:00 PM		Inside the Studios: Work by Student Artists	Devlin 4th Floor Studios
FRI	2:00 PM	3:00 PM		Film Studies: Film Screenings	Devlin 026
FRI	7:30 PM	9:00 PM		Film Studies: Documentary Screenings	Devlin 008
FRI	9:00 PM	12:00 AM		South Park Marathon	Devlin 008
SAT	11:00 AM	8:00 PM		McMullen Museum: Paris Night & Day	McMullen Museum
SAT	12:00 PM	8:00 PM		Inside the Studios: Work by Student Artists	Devlin 4th Floor Studios
SAT	12:00 PM	6:00 PM		South Park Marathon	Devlin 008
SAT	8:00 PM	9:00 PM		Acoustics Final Show	Devlin 008
MON	1:00 PM			Drop off key for Devlin 101 with Mary Ellen Devlin in Admissions	Komo

**SCHEDULE BY LOCATION, page 14**  
**Arts Festival 2014**

**THE QUAD**

DAY	START	END	TYPE	DESCRIPTION	
WED	7:30 AM	9:00 AM		Deliver trash barrels and recycling bins to Festival Locations	Grounds Crew
THURS	12:00 PM	2:00 PM		Henna	Festival Staff
THURS	12:00 PM	5:00 PM		BC Crafts Sale	Festival Staff
THURS	12:00 PM	5:00 PM		Sidewalk Chalk	Festival Staff
THURS	5:00 PM			Housekeeping remove trash	Housekeeping
FRI	10:00 AM	12:00 PM		Housekeeping remove trash	Housekeeping
FRI	12:00 PM	2:00 PM		Henna	Festival Staff
FRI	12:00 PM	5:00 PM		BC Crafts Sale	Festival Staff
FRI	12:00 PM	5:00 PM		Sidewalk Chalk	Festival Staff
SAT	10:00 AM	12:00 PM		Housekeeping remove trash	Housekeeping
SAT	12:00 PM	2:00 PM		Henna	Festival Staff
SAT	12:00 PM	5:00 PM		BC Crafts Sale	Festival Staff
SAT	12:00 PM	5:00 PM		Sidewalk Chalk	Festival Staff
SAT	5:00 PM			Housekeeping remove trash	Housekeeping

**O'NEILL LIBRARY**

DAY	START	END	TYPE	DESCRIPTION	
THURS	12:00 PM	8:00 PM		Illuminating Stained Glass	O'Neill Library: Level Three
FRI	12:00 PM	8:00 PM		Illuminating Stained Glass	O'Neill Library: Level Three
SAT	12:00 PM	8:00 PM		Illuminating Stained Glass	O'Neill Library: Level Three

**SCHEDULE BY LOCATION, page 15**

**Arts Festival 2014**

**STOKES S195**

DAY	START	END	TYPE	DESCRIPTION	
THURS	7:30 PM	9:30 PM		Stylus Reception: Spring Launch	Stylus

**McGUINN 121**

DAY	START	END	TYPE	DESCRIPTION	
FRI	2:00 PM	3:00 PM		South Park Documentary	Anne Garefino

**FULTON HONORS LIBRARY**

DAY	START	END	TYPE	DESCRIPTION	
SAT	5:30 PM	7:00 PM		Laughing Medusa Spring Reception	Laughing Medusa

**O'CONNELL HOUSE**

DAY	START	END	TYPE	DESCRIPTION	
FRI	7:00 PM	8:30 PM		CCE: Committee for Creative Enactments	CCE
FRI	9:00 PM	10:30 PM		CCE: Committee for Creative Enactments	CCE
SAT	7:00 PM	8:30 PM		CCE: Committee for Creative Enactments	CCE
SAT	9:00 PM	10:30 PM		CCE: Committee for Creative Enactments	CCE

**ROBHAM THEATRE**

DAY	START	END	TYPE	DESCRIPTION	
WED	7:30 PM	9:00 PM		The Drowsy Chaperone	Robsham Theatre
THURS	7:30 PM	9:00 PM		The Drowsy Chaperone	Robsham Theatre
FRI	7:30 PM	9:00 PM		The Drowsy Chaperone	Robsham Theatre
SAT	7:30 PM	9:00 PM		The Drowsy Chaperone	Robsham Theatre
SUN	2:00 PM	3:30 PM		The Drowsy Chaperone	Robsham Theatre