

YOUR EVENT - RUN OF SHOW

Friday, January 3, 2020

Time	Task	Location	Staff	Notes
7:00a	Onsite staff arrives	P17	EO	
8:00a	Tent Truck arrives	P17	EO	
10:00a	Large tent setup complete	P17	EO	
10:30a	Greenway food trucks pull on-site	P14-17	EO	
	Tent setup continues	P17	EO	
2:00p	Load in complete, Security Arrives (Northeast Security)	P14-17	EO	
Schedule	Eileen (7:00a-2:00p)			

Saturday, January 4, 2020

Time	Task	Location	Staff	Notes
6:00a	Place out Greenway tents & signs	P15	EO	
	Tent Company drops off tables & chairs			
7:00a	Sound Company arrives - GW unlock power	P14-16	EO	
8:00a	Vendors begin to arrive	P14-17	EO	
	Load-in, all zones	P14-17	EO, KC	
8:30a	MJ Audio Set-up	P14-17		
9:00a	Porta-pottie delivery	P14 & 16	KC	
10:00a	Food Vendor Health Inspection, ISD/Fire	P14-17		
10:30a	GW Staff to check-in with vendors about park rules	P14-17	KC	
11:00a	Event begins!	P14-17		
12:00p	Speaking Program	P		
1:00p-4:00p	General event monitoring		PT	All rules are being followed by vendors, check trash levels
2:00p	Olivia arrives. Checks in.	P14-17	PT, OH	
5:00p	Event End. Load-out, all zones begins	P14-17		
6:00p	Rental company breaks down tables & chairs. Greenway breaks down tents.	P14-17	PT, OH	
6:00p-8:00p	Vendor Load out	P15		
8:00p	All vendors should be off the park. Staff checks in with last vendors (tent company & sound).	P14-17	OH	
10:00p	Audio and Sound Company - Breakdown Complete	P14-17	OH	
Schedule	Eileen, (7:00a-3:00p); Keelin (8:00a-4:00p), PhuongDuy (11:00a-7:00p); Olivia (2:00p-10:00p)			

Event Contact List			
Greenway Contacts	Role	Number	Schedule
Eileen Ong	Assistant Director of Programs	xxx-xxx-xxxx	7a-3p
Keelin Caldwell	Director of Programs	xxx-xxx-xxxx	8a-4p
PhuongDuy Tran	Programs Manager	xxx-xxx-xxxx	11a-7p
Olivia Horte	Senior Programs Coordinator	xxx-xxx-xxxx	2p-10p
Chris Cook	Weekend Officer on Duty	xxx-xxx-xxxx	9a-5p
Rachel Lake	Weekend Officer on Duty	xxx-xxx-xxxx	9a-5p
Event Partner Contacts	Role	Number	
Jim Smith	Event Lead	xxx-xxx-xxxx	7a-3p
Andy Price	Event Assistant 1	xxx-xxx-xxxx	8a-4p
Laura Daniels	Event Assitant 2	xxx-xxx-xxxx	11a-7p
Third Party Contacts	Role	Number	
Tent Contact	Tent Company	xxx-xxx-xxxx	
Food Truck Owner	Food Truck	xxx-xxx-xxxx	
Bathroom Contact	Portable Bathroom Company	xxx-xxx-xxxx	
Sound Contact	Company	xxx-xxx-xxxx	
Trash Contact	Trash Company	xxx-xxx-xxxx	
Security Company	Security Guard	xxx-xxx-xxxx	

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