YOUR EVENT - RUN OF SHOW Friday, January 3, 2020 Time Task Location Staff Notes 7:00a Onsite staff arrives P17 EO P17 EO 8:00a Tent Truck arrives 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 Place out Greenway tents & signs EO 6:00a P15 Tent Company drops off tables & chairs 7:00a Sound Company arrives - GW unlock power P14-16 EO Vendors begin to arrive 8:00a 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 Speaking Program 12:00p 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 All vendors should be off the park. Staff checks in with last vendors (tent P14-17 ОН company & sound). 8:00p 10:00p Audio and Sound Company - Breakdown Complete P14-17 ОН

Eileen, (7:00a-3:00p); Keelin (8:00a-4:00p), PhuongDuy (11:00a-7:00p); Olivia (2:

Schedule

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	

Vendor	Booth Type (Food)	Proposed Good
Vendor 1	Full Food Booth	Cold Brew Coffee, Tea, Kombucha
Vendor 2	Full Booth	Tea
Vendor 3	Full Booth	Handmade Candles
Vendor 4	Food Truck	Mexican Food
Vendor 5	Half Booth	Informational
Vendor 6	Half Booth	Scarfs
Vendor 7	Food Truck	Gourmet Whoopie Pies
Vendor 8	Full Food Booth	Artisan Bread
Vendor 9	Full Booth	Florist
Vendor 10	Full Booth	Informational
Vendor 11	Food Truck	Curries And Rice/Naan
Vendor 12	Half Booth	Almond Butter
Vendor 13	Half Booth	Food Demos
Vendor 14	Food Truck	Asian Fusion
Vendor 15	Full Food Booth	Maple Syrup