

2016: Site Set Up Crews

Updated 4/27/2016

* Weather permitting: dates may change based on weather and forecast

Task	Crew	Schedule	Notes
Tower Set Up	Minimum 3. Ideal 5	June 6 th or 7 th *	3 towers, the twin towers and criers. Learning how to set up towers, loading towers on trailers, moving to grounds
Bench Assembly	Troop 361	May 26th	Attach legs and bench tops. Stack for delivery to stage areas.
Bench Placement	Minimum 4 Ideal 8	June 6 th and 7 th	Placing wooden and straw benches for stages.
Front Gate	Minimum 5	June 8 th through 10 th *	Site leadership required
Booth set up: Information and Security	Minimum 3 Ideal 5	Pre-assembly: May 21 st , May 22 nd , May 23 rd Setup On-Site: June 6 th , 7 th *	Assemble pre-form buildings. Floors, sides, roofs, and information booth gets porch spindles.
Tent Set Up/Audience shade <ul style="list-style-type: none"> • Each outdoor stage audience • Volunteer check in • Mythical garden changing room 	Phyrne Minimum of 4 – prefer 6-8	June 9 th and 10 th	Usually Phyrne and the Hoiers. Tent tops, poles, sides set up and anchored down. Check in tents get set Thursday so Brenda can use them right away.
Stage Backdrops	Luci, 3	June 10 th	Assemble and hang stage art.
Stage platforms	4	June 8 th , 9 th and 10 th	Place platforms for each stage prior to audience tents going up. Set mini stage platforms where appropriate.
Signage	2	June 9 th and 10 th	<ul style="list-style-type: none"> • Sponsors on tower • Events tent • Parking for volunteers • VIP parking (Kevin Patrick) • Check in signs • Street signs • Heavy Games • Flag signs

Labyrinth	Phyrne	June 9 th or 10 th	Clean and prep area for labyrinth layout. Labyrinth gets set down with straw bales to act as weights and outside perimeter.
Stage signs	2	June 10 th	Placing signs and hanging act times on the correct sign.
Perimeter Fence line	2	June 8 th	Hanging painted sheets on the chain link fence at the front gate. Hang the thank you banner.
Green Rooms	4	June 10 th	Chairs, tables, Ice coolers
Picnic Tables, Tables and Chairs	3 – 4	June 8 th	1 – Security 3-4 – Children’s craft tents 1 – volunteer check in for coffee Remainder: spaced throughout the village green to create eating areas
Mythical Garden	3-4	June 10 th	Some Eagle Scout benches. Placement of benches for mythical creatures and a perimeter of some type (rope).
Maze	Berman’s		Place fence poles and string fabric panels using rope and pipe to create a maze for children.
Arbors	3-4		Repair assemble – will be used for the hand fasting this year.
Eagle Scout Projects	2	June 6 th – 10 th	Oiling benches, sanding, setting up. Jamaica Gate as entrance to children’s realm.
Dragon Assembly	Richard Leitz? +2	June 9 th or 10 th *	Have been known to blow over in strong winds. Do not assemble until Friday if possible.
Tear Down	Sunday night 30 Monday everyone	June 12 th (6pm) June 13 th -14 th	Clean out Expo Sunday night first thing. Pack up Mayflower