

## 2018: Site Set Up Crews

Updated 5/2/2018

Task	Crew	Schedule	Notes
Tower Set Up	Minimum 3. Ideal 5	June 2 <sup>nd</sup> or 3 <sup>rd</sup>	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 31 <sup>st</sup>	Attach legs and bench tops. Stack for delivery to stage areas.
Bench Placement	Minimum 4 Ideal 8	June 6 <sup>th</sup>	Placing wooden and straw benches for stages.
Front Gate	Minimum 5	June 5 <sup>th</sup> *	Site leadership required
Booth set up: Information and Security	Minimum 3 Ideal 5	Setup On-Site: June 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> *	Assemble pre-form buildings. Floors, sides, roofs, and information booth gets porch spindles.
Tent Set Up/Audience shade <ul style="list-style-type: none"> <li>• Each outdoor stage audience</li> <li>• Front Gate</li> <li>• Volunteer check in</li> <li>• Mythical garden changing room</li> </ul>	Phyrne Minimum of 4 – prefer 6-8	June 8 <sup>th</sup> and 9 <sup>th</sup>	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	Ideal 3	June 8 <sup>th</sup>	Assemble and hang stage art.
Stage platforms	4	June 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>	Place platforms for each stage prior to audience tents going up.  Set mini stage platforms where appropriate.
Signage	2	June 7 <sup>th</sup> and 8 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Sponsors on tower</li> <li>• Events tent</li> <li>• Parking for volunteers</li> <li>• VIP parking (Kevin Patrick)</li> <li>• Check in signs</li> <li>• Street signs</li> <li>• Heavy Games</li> <li>• Flag signs</li> </ul>

Labyrinth	Phyrne	June 7 <sup>th</sup> or 8 <sup>th</sup>	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 8 <sup>th</sup>	Placing signs and hanging act times on the correct sign.
Perimeter Fence line	2	June 8 <sup>th</sup>	Hanging painted sheets on the chain link fence at the front gate.  Hang the thank you banner.
Green Rooms	4	June 8 <sup>th</sup>	Chairs, tables, Ice coolers
Picnic Tables, Tables and Chairs	3 – 4	June 6 <sup>th</sup> , 7 <sup>th</sup> or 8 <sup>th</sup>	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 8 <sup>th</sup>	Some Eagle Scout benches. Placement of benches for mythical creatures and a perimeter of some type (rope).
Maze			Place fence poles and string fabric panels using rope and pipe to create a maze for children.
Eagle Scout Projects	2	June 4 <sup>th</sup> – 8 <sup>th</sup>	Oiling benches, sanding, setting up. Jamaica Gate as entrance to children’s realm.
Dragon Assembly	Reily Licha + 2	June 7 <sup>th</sup> or 8 <sup>th</sup> *	Have been known to blow over in strong winds. Do not assemble until Friday if possible.
Tear Down	Sunday night 30  Monday everyone	June 10 <sup>th</sup> (6pm)  June 11 <sup>th</sup> - 12 <sup>th</sup>	Clean out Expo Sunday night first thing.  Pack up Mayflower