

## 2019: Site Set Up Crews

Updated 4/21/2019

Task	Crew	Schedule	Notes
Tower Set Up	Minimum 3. Ideal 5	June 1 or 2	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 29 <sup>th</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 4 <sup>th</sup> *	Site leadership required
Booth set up: Information and Security	Minimum 3 Ideal 5	Setup On-Site: June 1 or 2 *	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>	Doug Johnson Minimum of 4 – prefer 6-8	June 6 <sup>th</sup> and 7 <sup>th</sup>	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 7 <sup>th</sup>	Assemble and hang stage art.
Stage platforms	4	June 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup>	Place platforms for each stage prior to audience tents going up. Set mini stage platforms where appropriate.
Signage	2	June 6 <sup>th</sup> and 7 <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>	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 7 <sup>th</sup>	Placing signs and hanging act times on the correct sign.
Perimeter Fence line	2	June 6 or 7	Hanging painted sheets on the chain link fence at the front gate.  Hang the thank you banner.
Green Rooms	4	June 7 <sup>th</sup>	Chairs, tables, Ice coolers
Picnic Tables, Tables and Chairs	3 – 4	June 5 <sup>th</sup> , 6 <sup>th</sup> or 7 <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 7 <sup>th</sup>	Placement of benches for mythical creatures and a perimeter of some type (rope).
Eagle Scout Projects	2	June 5 <sup>th</sup> – 7 <sup>th</sup>	Oiling benches, sanding, setting up.
Dragon Assembly	Reily Licha + 2	June 6 <sup>th</sup> or 7 <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 9 <sup>th</sup> (6pm)  June 10 <sup>th</sup> - 11 <sup>th</sup>	Clean out Expo Sunday night first thing.  Pack up Mayflower