

05-02-17

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| <b>Friday May 5</b>                                                                                                                                             |
| <b>CAFETERIA, LOADING, STAFF LOUNGE, HALLWAY</b>                                                                                                                |
| <b>3:30 - 7:30pm</b>                                                                                                                                            |
| Water delivery -- being delivered by ??? to Door F. Possibly during school hours, will keep you updated                                                         |
| 3:30 - 7:30 -- <b>3:30</b> set up in Main Arena for registration and Door D Hallway; <b>4:00</b> set up in cafeteria and Door F Hallway                         |
| 3:30 - 4 -- Need flatbeds by door F                                                                                                                             |
| Doors D, F, E, H to be open                                                                                                                                     |
| 5 rolling chalkboards to hallway between Main Arena and cafeteria                                                                                               |
| Delivery from Burns to arrive around 3:45 pm -- I will have a crew to meet them at door H                                                                       |
| CLEAR cafeterias and stage, remove everything from café into Kitchen or Aux Gym. (Map attached.) Please leave out 4 12-foot folding tables and 8 bistro tables. |
| Room 165 Open to use student desks. <b>161, 163 added on 5/2/17. Partitions will be moved back so the area is one giant room.</b>                               |
| <b>5:30 - 7pm</b>                                                                                                                                               |
| Vendors setting up in cafeteria                                                                                                                                 |
| North and south cafeteria restrooms clean, also Hallway D restrooms.                                                                                            |
| <b>MAIN ARENA</b>                                                                                                                                               |
| West bleachers out. Tarps to cover whole gym floor. Map attached.                                                                                               |
| Staff Dining -- clean                                                                                                                                           |
| Keep all trash cans and plus some hopefully                                                                                                                     |
| Keep all drinking fountains in the areas used.                                                                                                                  |
| Amy's note: Ruben, burnish both alls to café and dust mop lint after.                                                                                           |
| <b>SILVER MILE/Saturday May 6</b>                                                                                                                               |
| 6am - Doors D, E, F open                                                                                                                                        |
| 6am - Open Staff Dining and south cafeteria restrooms                                                                                                           |
| 6am - North of cafeteria open restrooms from cafeteria                                                                                                          |
| Race registration opens at 7:15am, Main Arena                                                                                                                   |
| Silver Mile event 8:30 - noon                                                                                                                                   |
| Continue checking all restrooms used throughout the event.                                                                                                      |
| Silver Mile has permission to use the PA system for the whole school sound system. Move to Main Arena? Julie and Jim Schwartz will be our announcers.           |
| Use of all parking lots/working with Rockie on this                                                                                                             |
| <b>QUESTIONS: AMBER KENNEDY 574.276.8317</b>                                                                                                                    |
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