

Friday, May 4

CAFETERIA, UNLOADING, STAFF DINING, DOOR D/E and DOOR F HALLWAYS

3:30 - 7:30pm

Water delivery -- being delivered by ??? to Door F. Possibly during school hours, will keep you updated

3:30 - 7:30 -- 3:30 set up in Cafeteria Stage for registration and Door D Hallway; 4:00 set up in cafeteria and Door F Hallway

3:30 -- Need flatbeds by door F & Take out middle of door F for easy unloading

Doors D, F, E, H to be open

5 rolling chalkboards needed in DOOR E 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 F

CLEAR all tables from cafe & stage. They can be put in the Kitchen and AUX GYM. Please leave out 8 bistro tables (inside the cafe) by north entrance for silent auction.

Student desks from ROOM 165 moved out. ROOMS 161, 163, 165 open and walls open between rooms. Talent Show participants will meet in these rooms.

Austin Robbins to set up sound in cafeteria.

Vendors setting up in cafeteria. Silent Auction setting up in cafe'.

North and south cafeteria restrooms clean and unlocked. 2nd Floor restrooms (in between concession stands) clean and unlocked.

3 (12 ft) tables by DOOR E.

Borrow mega phone from Athletics. Purchase an airhorn to use (Dr. Thacker) for starting races. We will need hurdles to line on track to start races.

3 - 6ft tables on track for medical team

Amber Kennedy will need to borrow flatbeds to move things around.

MAIN ARENA

West bleachers out. Stanchions line basketball court.

Austin Robbins to set up sound in Main Arena

Staff Dining -- clean

Any and all rolling trash cans available need to be placed around DOOR D/E Hallways/Cafe/DOOR F Hallway

Keep all drinking fountains clean.

Garold (custodian) polish both halls to café and dust mop lint after.

Need podium at the North End of Main Arena.

SILVER MILE/Saturday, May 5
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, Cafeteria stage
Silver Mile event 8:30 - noon
Rooms 165, 163 & 161 available for talent staging
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
QUESTIONS: AMBER KENNEDY 574.276.8317