

1/17/19 Thursday

- 10:45 AM – 2 x 12' tables and 6 chairs during lunch in Door F hallway

1/18/19 Friday

- 10:45 AM – 2 x 12' tables and 6 chairs during lunch in Door F hallway
- NLT 12:00 PM - Coat racks and hangers picked up at Goodwill

1/19/19 Saturday

- 3:00 PM – Door E & F opened for vendors to begin setup
 - o Scissor lift available for vendors
 - o Carpet squares in golf cart for vendors
 - o Trash cans with liners in CPA, Studio Theater, Main Arena, West Balcony, Upper and Lower Concourses
 - o 2 x 12' tables and 3 chairs at CPA entrance
 - o 4 x 12' tables and 3 chairs staged at the Studio Theater - location TBD on Sunday
 - o 1 x 12' at Staff Dining
 - o 2 x 6' tables at West Balcony
 - o 3 gates to block access to other areas of the school
 - o Extra 12' tables and chairs in Theater Hallway next to stage door
- 11:30 PM – Building secured, alarm set

1/20/19 Sunday

- 9:00 AM – Door F opened for any last minute setup
- 6:00 PM – Door F opened for volunteers
- 7:00 PM – Door C opened for check-in
- 11:00 PM – Dance ends, Robotics/Operations staff initial cleanup
- 11:59 PM – Building secured

1/21/19 Monday

- 9:00 AM – Clean-up; Open Doors D, E and F for vendors
- 1:00 PM – Clean –up complete