

Friday
~~Thursday~~ May 3

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

Before School is Out

Move Dumpster & Pallets by dock
Clean/Spray concrete outside construction area by dock
Clean & Set up Cafeteria Stage 6 (12 ft) tables - Registration
3 (12 ft) tables by DOOR D & 1 rolling chalkboard - Volunteer check-in
3:30 - 7:30pm
3:30 set up in Cafeteria Stage for registration and Door D Hallway; 4:00 set up in cafeteria and Door F Hallway
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.
3:30 -- Need flatbeds by door F & Take out middle of door F for easy unloading
Doors D, E, F, H to be open
4 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
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.
Borrow mega phone from Athletics. 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.
15 desks from 165 to Main Arena against East bleachers
Door Mats outside & inside Door F - Floor dryers easily accessible for backup
Signs and arrows for registration on stations directing to cafe

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.
Dust mop and scrub both halls to cafe (custodian).
Need podium at the North End of Main Arena.

SILVER MILE/Saturday, May 4

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? Christine Rutherford will be our announcers.

Use of all parking lots/working with Rookie on this

QUESTIONS: AMBER KENNEDY 574.276.8317