**Gala Schedule**

**Wednesday, November 11, 2015**

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| **Time** |  | **Task** |
| 9:00 p.m. |  | SUB crew to set-up tables and chairs |
|  |  | Print nametags and place cards (Kathy /Megan) |

**Thursday, November 12, 2015**

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| **Time** |  | **Task** |
| 8:00 a.m. |  | Table and chair placement walk thru w/Brian (Diane /Angela) |
| 9:00 a.m. - 12 p.m. |  | Place table linens (DR) |
| 10:00 a.m. |  | Walk thru with Rick Allen |
| 12:00 p.m. |  | Tables set (Catering) |
| 1:00 p.m. |  | Pick up items from Confucius Institute |
| 2:00 p.m. |  | Nametag stuffing (Kathy/Megan) |
| 4:00 p.m. |  | Check on set-up walk thru (Diane /Angela) |
| 5:00 p.m. |  | USS crew set-up |

**Friday, November 13, 2015**

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| **Time** |  | **Task** |
| 8:00 a.m. |  | Arrive at SUB (DR) |
| 8:00 a.m. - 12 p.m. |  | Set up I-Ball, Registration area, Awards table, etc. (DR) |
| 9:00 a.m. |  | President walk thru with Mary Kay; script read thru (Diane/Angela) |
| 11:30 a.m. 12:30 p.m. |  | Lunch break |
| 12:30 p.m. |  | MC event briefing and script read at podiums (Diane/Angela) |
| 1:00 p.m. |  | Set place cards (Diane) |
| 2:00 p.m. |  | Set-up V-Ball |
| 5:00 p.m. |  | Photographer arrives (Kathy) |
| 5:00 p.m. |  | Student volunteers arrive.(Megan) |
| 5:15 p.m. |  | Social/Bar open in V-Ball |
| 5:25 p.m. |  | 1st Trolley arrives |
| 5:30 p.m. |  | Doors open for pre-social. Kathy/Diane, Megan at registration and coat check |
| 5:30 p.m. |  | VIP Photos start (Kathy/Diane); Photo Booth opens outside V-Ball |
| 6:30 p.m. |  | Megan: Meet with Barry and transition drummers |
| 6:45 p.m. |  | Light candles in Ballroom (Angela/Kathy/Megan) |
| 7:15 p.m. |  | Transition begins: All staff: encourage guests to be seated. Kathy: escort Rich Allen to seat; Diane escort Staben’s to seats; Angela with MC’s |
| 7:30 p.m. |  | Program begins, cued by Angela |
| 7:35 p.m. |  | Dinner (Chief’s Room) |
| 8:20 p.m. |  | Program resumes |
| 8:30 p.m. |  | Megan: Meet World Beat at Info Desk; escort to back stairway |
| 9:15 p.m. (or conclusion of event) |  | Kathy/Diane at registration table handing out gifts; Megan coat check |
| All Staff Event cleanup |  | **Put all linens in duffle bags**  I-BALL: 31 saffron linens; 275 napkins; 8 Orange linens  V-BALL: 12 black rounds, 6 black rectangular, 6 Asian square linens  **Gather**  I-BALL: table #’s, table # holders, extra programs, centerpieces and votives from tables  V-Ball: votives, centerpieces, 1 large Chinese knot, 12 small Chinese knots, 10 large Chinese lanterns, 12 small Chinese lanterns  DR black linens: registration tables/coat check/awards table (4)  **Registration Area**  Clean coat check/registration area  Flowers, soap, lotion from ladies room  Podium binders and flower displays from stage |

Megan: registration area, coat check and volunteers

Kathy: VIP photo opp, escort Rick Allen, awards table

Diane: VIP photo opp, escort the Staben’s

Angela: floater, cue transition players, program cues