

Arena Graduation Facility Operations
UW – Evans School Graduation, Thursday, June 6th at 1:00pm Event
Manager: Connor Savage

Distributed to: Alex White, Chuck Young, Wayne Mortenson, George Blas, Peter Young, Megan Welsch, John Terry, Dan Erickson, Amanda Koppelman, Sarah Hall, Kourtney Bell, ICA Security

SCHEDULE

Time	Date	Action
3:00PM	June 5	Drop off stuff for day of – Received by Connor
9:00AM	June 6	Arrive
11:30AM	June 6	Sound Check
12:00PM	June 6	Founders Event Begins
12:00PM	June 6	Doors Open
1:00PM	June 6	Ceremony Begins
2:45PM	June 6	Estimated conclusion of ceremony

CHANGES FROM PREVIOUS CEREMONY

- **4 6' Tables needed at NW & SW entrances**
- **Only utilizing center ramp (Left and right ramp removed as neither this nor the EE graduation will use them)**
- **3 tables, 8 chairs, 10 grad stands at loading dock entrance**
- **For seating on the back of the stage, 17 chairs in front row, 20 chairs on a riser in the back row**

EVENT STAFFING

Customer Service Team

- Call Time: 11:30 PM
- Number of Staff: 8
- Posts: 8
 - 1 supervisor
 - 4 guards on the concourse to monitor handicapped seating and concourse behind stage
 - 3 guards on the floor, one in the NW Vom, one in the SW Vom and one on the East

Audio Staff

- Call Time: 10:30 PM Number of Staff: 2
- Control sound levels from sound booth
- Set-up microphone on stage with lecturn
- Control music throughout ceremony

AV Factory Staff

- N/A

Custodial Staff

- Call Time: 11:30 PM
- Number of Staff: 2 on-call custodians, set- up/clean-up

First Aid

- Call Time: 11:30 PM
- Number of Staff: 2

Clean-up Crew

- Call Time: 4:00 PM
- Number of Staff: 8

2018 Graduation Setup

Evans School - June 6th, 2018

SW

NW

