

Day	Time	Set up	Location	Staff Responsible
Frid week before	5:00AM	Street Closure Signage Drop Off	The Avenue	PD/Event Director
Tuesd. Week before	6:30PM	Volunteer Orientation	Recreation Center	Volunteer Manager
	5:00AM	No Parking Signage Placement	The Avenue	PD/Event Director
Setup day	10:00AM	Friday Load In Begins	Park (venue)	All
Setup day	10:00AM	Stage Delivery and Placements	Park (venue)	Operations & Logistics Manager
Setup day	10:30AM	Stage Install	Park (venue)	Operations & Logistics Manager
Setup day	11:00AM	Portable Restroom Delivery and Placement	Park (venue)	Operations & Logistics Manager
Setup day	11:00AM	Barricade Delivery (Saturday Placement)	Park (venue)	Operations & Logistics Manager
Setup day	11:00AM	Generator/Light Tower Delivery and Placement	Park (venue)	Operations & Logistics Manager
Setup day	11:30AM	Rental Equipment Delivery and Placement (Canpoies, Tables, and Chairs)	Recreation Center	Operations & Logistics Manager
Setup day	11:30AM	Dumpster Delivery and Placement	Park (venue)	Operations & Logistics Manager
Setup day	12:00PM	Canopy/Tent Install	Park (venue)	Operations & Logistics Manager
Setup day	12:00PM	Bar Delivery, Placement, and Install	Park (venue)	Operations & Logistics Manager
Setup day	12:30PM	Stage Install Comeplete	Park (venue)	Operations & Logistics Manager
Setup day	12:30PM	Power Install	Park (venue)	Operations & Logistics Manager
Setup day	12:30PM	Soap Box Track/Launch Ramp Delivery	Park (venue)	Entertainment Manager
Setup day	12:30PM	Stage Delivery, Placement, and Stage Set Up	Park (venue)	Operations & Logistics Manager
Setup day	1:30PM	Walkway Delivery, Placement, and Walkway Set Up	Park (venue)	Operations & Logistics Manager
Setup day	3:00PM	Load In Ends	Park (venue)	All
Day 1	5:00AM	Barricade Placed (staged for road closure at 6am)	The Avenue	PD/Event Director
Day 1	6:00AM	Saturday Load In Begins	Park (venue)	All
Day 1	6:00AM	Road Closure Begins	The Avenue	PD/Event Director
Day 1	6:30AM	Soap Box Track Hay Bail Delivery and Install	The Avenue	Entertainment Manager
Day 1	6:30AM	Set Up Volunteer Shift Arrival and Checkin	Park (venue)	Volunteer Manager
Day 1	7:00AM	Soap Box Track and Ramp Install	The Avenue	Entertainment Manager
Day 1	7:00AM	Bar Supply Delivery and Bar Set Up	Park (venue)	Operations & Logistics Manager
Day 1	8:00AM	Law Enforcement Personell Arrive	Recreation Center	PD/Event Director
Day 1	8:00AM	Stage Sound/Lighting Delivery and Install	Park (venue)	Operations & Logistics Manager
Day 1	8:30AM	Soap Box Car Delivery	Recreation Center	Entertainment Manager
Day 1	9:00AM	Signage Install	Park (venue)/The Avenue	Marketing & Communications
Day 1	9:00AM	Vendor Arrival Load In	Park (venue)/The Avenue	Operations & Logistics Manager
Day 1	9:00AM	Decor Install	Park (venue)	Operations & Logistics Manager
Day 1	9:00AM	Sponsor Arrival and Load In	Park (venue)	Sponsorship Manager
Day 1	10:00AM	Parking Volunteer Shift 1 Arrival and Checkin	Park (venue)	Volunteer Manager
Day 1	10:00AM	Riders Requirement/Green Room Arrival	Park (venue)	Entertainment Manager
Day 1	11:00AM	Security Arrival & Security Breifing (at post by 12:00pm)	Park (venue)	Event Director
Day 1	11:30AM	EMS Arrival and Check In	Park (venue)	Event Director
Day 1	12:00PM	Soap Box Competitor Arrival and Check In	The Avenue	Entertainment Manager
Day 1	1:00PM	Event Volunteer Shift 1 Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	1:00PM	Entertainment Arrival and Load in Phase 1	Park (venue)	Entertainment Manager
Day 1	1:00PM	Line Check	Park (venue)	Entertainment Manager
Day 1	1:30PM	Sound Check	Park (venue)	Entertainment Manager
Day 1	1:30PM	Final Site Walk and Vendor Check In	Park (venue)	All
Day 1	2:00PM	Events Starts/Doors Open	Park (venue)	All
Day 1	2:30PM	Parking Volunteer Shift 1 Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	3:00PM	Event Volunteer Shift 2 Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	3:00PM	Community Connections Stage Live, Sponsor Special Thanks	Park (venue)	Sponsorship Manager
Day 1	3:05PM	Community Connections Stage Set 1 Start	Park (venue)	Entertainment Manager
Day 1	3:00PM	Entertainment Arrival and Load in Phase 2	Park (venue)	Entertainment Manager
Day 1	3:00PM	Sop Box Races Commence (Race every 15 min)	The Avenue	Entertainment Manager
Day 1	3:00PM	Community Connections Stage Set 2 Start	Park (venue)	Entertainment Manager
Day 1	4:00PM	Community Connections Stage Set 3 Start	Park (venue)	Entertainment Manager
Day 1	5:00PM	Community Connections Stage Set 4 Start	Park (venue)	Entertainment Manager
Day 1	5:45PM	Final Soap Box Race	The Avenue	Entertainment Manager
Day 1	6:00PM	Community Connections Stage, Announce SB Winners, Sponsor Thanks, Stage Close	Park (venue)	Sponsorship Manager
Day 1	6:00PM	Main Stage Live, Stakeholder/Sponsor/Partner Special Thanks	Park (venue)	Sponsorship Manager
Day 1	6:05PM	Main Stage Set 1 Start	Park (venue)	Entertainment Manager
Day 1	6:00PM	Event Volunteer Shift 3 Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	6:30PM	Parking Volunteer Shift 2 Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	7:00PM	Soap Box Race Track and Ramp Teardown	The Avenue	Entertainment Manager
Day 1	7:30PM	Main Stage Set 2 Start	Park (venue)	Entertainment Manager
Day 1	8:00PM	Vendor Load Out Starts (non food only)	Park (venue)	PD/Event Director
Day 1	9:00PM	Jill Scott Set Start	Park (venue)	Entertainment Manager
Day 1	9:00PM	Clean Up Volunteer Arrival and Check In	Park (venue)	Volunteer Manager
Day 1	10:00PM	Food Vendor Load Out (non concert area)	Park (venue)	Operations & Logistics Manager
Day 1	10:00PM	Alcohol Sales Stop	Park (venue)	Operations & Logistics Manager
Day 1	10:30PM	End of Show	Park (venue)	All
Day 1	10:30PM	Event End/Strike Begins	Park (venue)/The Avenue	All
Day 1	10:30PM	Artist Load Out	Park (venue)	Entertainment Manager
Day 1	11:00PM	The Avenue Reopens	Park (venue)	PD/Event Director
Day 1	11:00PM	Event Clean Up Begins	Park (venue)	Operations & Logistics Manager
Day 1	11:00PM	Sound/Lighting Teardown	Park (venue)	Operations & Logistics Manager
Day 1	11:00PM	Vendor Load Out (all remaining vendors and exhibitors)	Park (venue)/The Avenue	Operations & Logistics Manager
Day 1	11:00PM	Trash Pick up and Removal	Park (venue)/The Avenue	All
Day 2	2:00AM	Clean Up Ends	Park (venue)/The Avenue	All
Load out day	10:00AM	Stage Tear Down and Removal	Park (venue)	Operations & Logistics Manager
Load out day	10:00AM	Portable Restroom Pumping and Removal	Park (venue)	Operations & Logistics Manager
Load out day	10:00AM	Rental Equipment Tear Down and Removal	Park (venue)	Operations & Logistics Manager
Load out day	10:00AM	Hay Bail Removal	The Avenue	Operations & Logistics Manager
Load out day	10:00AM	Dumpster Removal	Park (venue)	Operations & Logistics Manager
Load out day	10:00AM	Generator Removal	Park (venue)	Operations & Logistics Manager
Load out day	1:00PM	Final Site Walk and Inspection	Park (venue)/The Avenue	All
Load out day	2:00PM	Event Site Reopens	Park (venue)/The Avenue	All